**Job Description for Warren Weavers Play worker**

To support the Club Manager and other play workers in ensuring that the club provides high quality care, within a positive, safe and happy environment in line with the clubs’ policies.

**RESPONSIBILITIES AND DUTIES**

To provide high quality care by:

* Helping to plan, provide and take part in activities to stimulate and support children’s intellectual, physical, social, emotional and creative development.
* Listening to, encouraging, stimulating and ensuring the safekeeping of the children.
* Assisting with the delivery of a variety of healthy breakfasts, meals and refreshments.
* Completing all relevant paperwork and administration.

To ensure a safe environment for children and adults in the group including:

* Preparing and setting out the area before the children arrive and tidying away after the children leave.
* Ensuring the equipment is well-maintained and safe to use.
* Following good hygiene standards.
* Dealing with accidents and emergencies according to policies.
* Take control of a group of children, ensuring their welfare, safety and enjoyment at all times.

To build and maintain positive and professional relationships with parents/carers and to deliver a high standard of customer service.

Advise the manager of any matters requiring attention, such as concerns about a child, or equipment needing repair or replacing.

To keep confidential any information regarding the children, their families and staff which is learnt as part of the job.

To contribute to and implement the Club’s Policies

To attend relevant staff meetings and training