Play **Worker Job Description**

Rainbow Rangers

Job summary:	Assist with day to day activities of the club Provide quality play care within the framework of the club's Policies and procedures
Line manager:	**Tracey Doolin, Manager** / Sally Cowley, Deputy Manager
Working relationships:	Children attending the club and their parents/carers Management and staff, including students and volunteers Schools and registering authorities

Main duties include:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

Person specification

Essential qualities	Desirable qualities
• Experience of working with 4 to 11 year olds • Understanding the varied needs of children and their families • Understanding the issues involved in the delivery of quality play care • Understanding the issues of equal opportunities • Provide and facilitate safe and creative play • Good communication skills • Able to work as part of a team • Sound judgement and common sense • Sufficient understanding and use of English to ensure the well-being of the children*	• Experience of working within a play-based setting • Experience of administration • Competent in using IT to support play and club administration • Ability to work on own initiative • Relevant qualification or willingness to work towards this • Appropriate child protection training • Current Paediatric First Aid Certificate • Food Hygiene Certificate • NVQ Level 2 in child care