

# Bursley Way Out of School Club

## Job Description.

<b>Post:</b>	Play Assistant
<b>Job summary:</b>	Assist with day to day activities of the club Provide quality playcare within the framework of the club's policies and procedures
<b>Line manager:</b>	Club Manager/Deputy
<b>Working Relationships:</b>	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 play opportunities within a safe and caring environment.
- Providing comprehensive care for the children and the safe transition of children between club and school
- Setting up the play space including setting out the play equipment
- Work within the agreed policies and procedures of the given policy pack.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities
- Helping with club administration where necessary.
- Facilitating good communication with all members of the organisation including parents and school.
- Attending training and development sessions, out of normal working hours as required.
- 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
<ul style="list-style-type: none"><li>• Experience of working with 3 to 11 year olds</li><li>• Understanding the varied needs of children and their families</li><li>• Understanding the issues involved in the delivery of quality play care</li><li>• Understanding the issue of equal opportunities</li><li>• Provide and facilitate safe and creative play</li><li>• Good communication skills</li><li>• Able to work as part of a team</li><li>• Sufficient understanding of the use of English to ensure the well-being of the children*</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a play-base setting</li><li>• Experience of administration</li><li>• Competent in using IT to support play and club administration</li><li>• Ability to work on own initiative</li><li>• Relevant qualification or willingness to work towards this</li><li>• Appropriate child protection training</li><li>• Current Paediatric First Aid certificate</li><li>• Food Hygiene Certificate</li></ul>

\*paragraph 3.33 of the Statutory Framework for the Early Years Foundation Stage 2024