

## Sciennes After School Care Scheme

### Job Description

**Job Title:** Play Worker

Staff aged 18 years and over with some experience in childcare, this could be work experience, volunteering, Brownies or similar, babysitting. May have or be working towards a qualification applicable to registration with the SSSC as a Support Worker

#### **Main Responsibilities:**

- Assisting in the effective delivery of SASCS services (Breakfast Club/After School Club/Holiday Services).
- Supporting all children attending.
- Working as part of SASCS Staff Team.

#### Duties

- Contribute to the programme of activities weekly by planning and delivering high quality recreational activities whilst ensuring safety and adherence to legislation at all times. (Dependent on length of service at SASCS / experience and induction).
- Supervise children.
- Administer basic first aid when required.
- Attend and contribute to weekly staff meetings / daily evaluation meetings.
- Setting out of equipment; planning, preparation of materials and activities in advance of each session. Evaluating work and clearing away at the end of session.
- Ensuring equipment and materials are properly used, stored and maintained.
- Be actively involved in the procedures relating to staff area responsibilities.
- Undertake further training in childcare practices as required.
- Assist children with additional support needs during daily attendance, when required. Working on a 1:1 basis, supervising and supporting identified children at activities both inside and outside the playroom and with their basic care needs, including diet and toileting.
- Undertake all other duties required by the Co-ordinator or Management Committee

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### Additional information for the post of Play Worker

#### Post Details

#### *Hours of Work*

#### **Breakfast Club – Term Time**

Monday – Friday 7.30-9.00am

#### **After School Club - Term Time**

Monday	1.30pm – 6.00pm	4 hours 15 minutes
Tuesday & Thursday	2.30pm – 6.00pm	7 hours
Wednesday	1.45pm – 6.00pm	4 hours 15 minutes
Friday	11.00am – 6.00pm	7 hours
<b>Total Hours during School Term Time</b>		<b>22 hours 30 minutes</b>

Part time Play Workers will work variable hours (as detailed above) in accordance with their contracted hours.

#### **Holiday Services – Holiday periods EXCEPT Christmas and New Year**

Monday to Friday 8.30am – 5.30pm (staff work 6 to 9 hours daily)

- When SASCS operates a holiday scheme you will have the opportunity to work as required by the Co-ordinator.
- Pay is calculated on a monthly basis, according to hours worked.

#### **Starting Salaries**

	16 – 17 years	18 – 20 years	21 – 24 years	25+ years
Start Salary	£4.80	£6.80	£8.50	£9.40

#### ***Person Specification***

##### **Essential Attributes**

- An enthusiasm for working with children aged 4.5-12years
- Hobbies / skills which may be relevant when delivering activities to groups of children
- Must be eligible for registration with the SSSC (Support Worker).
- Good organisational and communication skills.
- Experience of working with children aged 5-12.

##### **Desirable Attributes**

- Experience of working in an after school environment.
- Knowledge of activities for children.
- Awareness of current legislation surrounding childcare.
- A qualification in first aid.
- Experience of working in a team.

SASCS is the trading name of Sciennes School After School Care Scheme  
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