 **Zebras Out of School Club**

**Play Worker Job Description**

**Job Summary**:

To assist with the day-to-day activities of the club. Provide quality playcare within the framework of the club’s policies and procedures. To build professional working relationships with children, parents/carers, management and staff, including students and volunteers, schools and other professionals.

Main Duties include:

* To present **high standards of appearance** at all times and display a professional example relating to **reliability, punctuality, general behaviour**, attention to detail, adaptability and flexibility.
* **Work as part of a team**, assisting with planning, preparing and delivering quality play opportunities, within a safe and caring environment.
* To **set up and pack away the play space at the start and end of each session**; including laying out resources, moving furniture and play equipment, cleaning and tidying.
* **Provide refreshments** (as needed) and ensuring that hygiene, health and safety standards are met.
* Keep the **work environment healthy, safe and secure**.
* To read, understand and work within the framework of the **clubs policies and procedures.**
* **To maintain confidentiality and professionalism in all interactions** with children and families.
* To **provide comprehensive care for the children** including collecting them from school (where applicable) and delivering them safely to parents/carers at the end of sessions.
* **Engage and communicate effectively** with children of different ages and backgrounds.
* **Contribute proactively and practically to the safe running of Zebras**, by conducting safety checks and reporting any issues to your manager.
* **Contribute to the collection of data, recording information** and maintaining records as needed (registers/daily checklists/accident/ incident forms)
* Understand Zebras commitment to safeguarding and **implement our safeguarding policies and procedures at all times.**
* **Apply anti-discriminatory  and anti-oppressive practice at all times** and becoming familiar with Zebras Inclusion/Equalities Policies.
* Be **responsive to a range of play types, behaviours and experiences**, allowing children control and autonomy over the content and intent of their play, whilst challenging behaviour in children that affects the experience and enjoyment of others.
* Be **kind, patient and empathetic** during all interactions with the children.
* **Promote and encourage child participation** within all areas of the play setting.
* To **maintain equality of opportunity** for all children at our settings.
* Demonstrate a commitment to and **participate in playwork reflective practice**, both individually and as a team, to include staff meetings and debriefing of sessions.
* **Act as a positive ambassador for Zebras** and not saying or doing anything that would bring the organisation into disrepute.
* Receive **induction, regular supervision and essential training**, incorporating learning into the job.
* To work towards creating and encouraging a **happy and positive atmosphere** during all play sessions.

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| Essential | Desirable |
| Experience of working with 4 to 12yr olds. | Experience of working within a play-based setting. |
| Understanding the varied needs of children and their families. | Experience of administration. |
| Ability to work as part of a team and on one’s initiative. | Competent in using using IT to support play and club administration. |
| Understanding the issues involved in the delivery of quality play care. |  |
| Understanding the issues of equal opportunities. | Relevant qualification or willingness to work towards this. |
| An understanding of play and child development, with the ability to meet children’s individual needs with a caring, understanding and sensitive nature. | Appropriate safeguarding/child protection training. |
| Good communication skills. | Current Paediatric First Aid certificate. |
| Sound judgement and common sense. | Current Food Hygiene certificate. |
| Sufficient understanding and use of English to ensure the well-being of the children.\* |  |

* *Para 3.33 of the Statutory Framework for the Early Years Foundation Stage 2024.*

Zebras Out of School Club Ltd is a company limited by guarantee: Company Number 08148943.

Registered office: Cotham School, Cotham Lawn Road, Bristol BS6 6DT