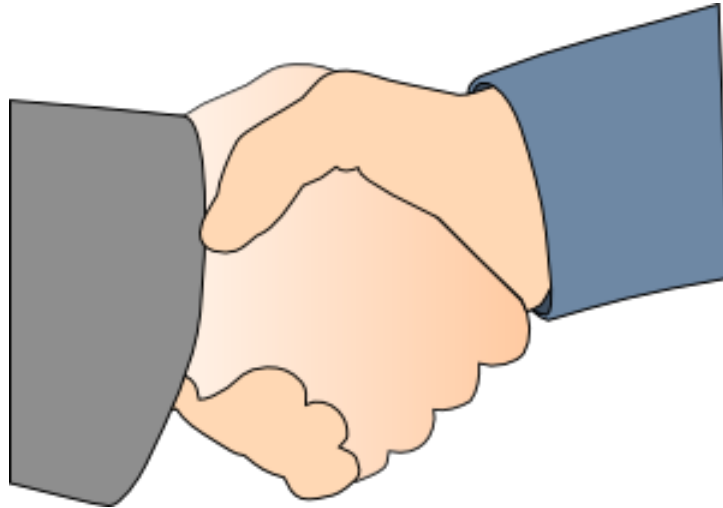


# **Bexhill Youth and Community Association**



“bringing the community together”

## **Base Afterschool and Holiday Childcare Playworker**

**Bexhill Youth and Community Association  
Bexhill Youth and Community Centre  
10 Station Road  
Bexhill on Sea  
East Sussex  
TN40 1RE  
01424 215455**

Registered Charity: 1050279

[info@bexhillyouthandcommunitycentre.co.uk](mailto:info@bexhillyouthandcommunitycentre.co.uk)

Company No. 3110033

# Bexhill Youth and Community Association

## Job Description

**Setting:** Base Afterschool and Holiday Childcare

**Job Title:** Playworker

**Responsible to:** Afterschool and Holiday Club Manager

**Main purpose of the Job:** To provide an Out of School care Service, for all children in the settings care between the ages of 4 & 11. To help with all activities within a safe and stimulating environment in accordance with the service's policies, the playwork principles, the Early Years Foundation stage (where required) and the Children's Act 1989.

### Main Duties

- To set up a range of stimulating and exciting activities within the plans decided by the Afterschool and Holiday Club manager (including the moving of equipment). Ensuring correct and safe use of all the equipment during the session and all equipment is safely and correctly stored at the end of each session.
- To contribute to the planning of activities in conjunction with the Afterschool and Holiday Club Manager
- To undertake the following tasks as per the rota each week:
  - Preparation and serving of snack to children.
  - Preparation of craft activities for the children.
  - Facilitating of sports activities.
  - To supervise and interact with children in a variety of activities, ensuring safety at all times.
- The encouragement of parental involvement and support of the service
- To attend all regular staff meetings
- To provide first aid where necessary including the writing up of any accident or incident records and informing the parents as required.
- To contribute to the development of the services policies, procedures, aims and objectives
- To contribute to the development of the service reaching quality assurance standards
- To undertake any relevant training as deemed necessary
- To ensure that during all aspects of work the main aims of The Playwork Principles, Early Years Foundation Stage and Every Child Matters are thought about and considered
- To promote equal opportunities throughout all aspects of work.
- To undertake any other duties that may be necessary to ensure the smooth running of the service

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effective communication skills.</li> <li>• Ability to use initiative.</li> <li>• Ability to work as a member of a team.</li> <li>• To be able to liaise and work co-operatively with service users, colleagues and other professionals.</li> <li>• Ability to build and maintain positive and respectful relationships.</li> </ul>		Application Form / Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Playwork</li> <li>• Suitable Childcare Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene</li> <li>• Paediatric First Aid</li> </ul>	Application Form/ Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• The Playwork Principles</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The Principles of the Children Act 1989.</i></li> <li>• Child care and Development.</li> <li>• Early Years Foundation Stage</li> </ul>	Application Form/ Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children, families and or young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that the applicant has pursued training, study or activities to widen their knowledge of children care issues.</li> </ul>	Application Form/ Interview

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Openness to new ideas.</li> <li>• 'Can do' attitude.</li> <li>• Take personal responsibility for resolving problems positively.</li> <li>• Commitment to developing own standard of practice.</li> <li>• Ability to work within a changing environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to enthusiastically work within constrained resources.</li> <li>• Ability to encourage others.</li> </ul>	Application Form/ Interview
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## **TERMS & CONDITIONS**

The terms and conditions that are specific to this post are provided below.

### **Hours of Work**

**School Term Time 17.5 Hours to be worked Monday - Friday 2:30pm - 6:00pm**  
**School Holiday periods minimum 20 hours per rota for each holiday block**

### **Rate of Pay**

The rate of pay for this post is £9.50 - £10.30 per hour. Starting rate of pay is dependent upon your qualifications and previous relevant experience.

### **Contract**

All new employees will be on probation for their first three months working with us, and the post is subject to satisfactory DBS checks.

### **Performance Management**

All employees within BYACA benefit from an annual appraisal process which involves the achievement of operational targets agreed between you and your manager at the beginning of the performance year.

### **Annual Leave Entitlement**

The annual leave year runs from 1 April to 31 March and is a maximum of 28 days some days to be taken in the annual Christmas closure period

## **FURTHER INFORMATION**

The closing date for this post is **Wednesday 19th October 2022 @ 12noon** and completed application forms should be returned to:

**Paul White**  
**Centre Manager**  
**Bexhill Youth and Community Centre**  
**10 Station Road**  
**Bexhill on Sea**




**Further Education and Professional Qualifications  
(including any childcare qualifications)**

<b>Name of Establishment</b>	<b>Type of qualification</b>	<b>Subjects &amp; Grades</b>	<b>Date</b>

**Employment History**

**Current or Most Recent Employment**

<b>Start Date</b>	<b>Finish date or notice required</b>	<b>Name of Employer</b>	<b>Address</b>	<b>Position held and brief description of duties</b>

**Other employment**

<b>From</b>	<b>To</b>	<b>Name of Employer</b>	<b>Address</b>	<b>Position Held</b>
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**Please include voluntary and paid employment**

**Relevant experience and skills**

**Read the job description and person specification. State clearly how your experience and achievements to date would make you a good candidate for this job. You can use extra sheets if necessary**

**Supporting Information**

**Please describe clearly why you are interested in this post and provide any further information, specifically where you consider it will aid your application**



**References**

**Please give the names of two references who can comment on your suitability for the post. They must not be relatives and one must be from your present or most recent employer**

**Referee 1**

**Name**

**Occupation**

**Address**

**Telephone Number**

**May we contact this referee now?**

**Referee 2**

**Name**

**Occupation**

**Address**

**Telephone Number**

**May we contact this referee now?**

**Declaration**

**I verify to the best of my knowledge, the information I have provided is accurate**

**Signature**

**Date**

**GDPR May 2018  
(General Data Protection Regulations)**

I have provided this information with the knowledge that it will be used to administer the applications process at Bexhill Youth and Community Centre.

**Signed**

I understand by submitting this application my details will be retained for a period of 3 months after the application process, and I am able to request this and any other information held during this period

**Signed**

I would like to have my details kept for a further 3 months after this period in respect of any further vacancies becoming available (therefore a total of 6 months)

**YES      NO**

**Signed**

## Monitoring Information

This information is not considered whilst shortlisting and interviewing and this sheet is therefore detached when we receive your application form.

### Equal Opportunities

In accordance with our Equal Opportunities policy, our recruitment process is monitored to ensure that no unfair discrimination is taking place. We would therefore appreciate your help in completing this section

#### I would describe my race or cultural origin as

Bangladeshi  Black African  Black Caribbean  Black Other

Chinese  Indian  Pakistani  White

Other (please specify)

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#### My Gender is

Male

Female

#### My Age is

16 – 24

25 – 40

41 – 55

55+

#### I am registered disabled

Yes

No

Where did you see / hear this position advertised?

Bexhill Youth and Community Association are committed to equal opportunities and therefore will not discriminate on the grounds of: Age, race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation or disability in any of their employment process.