



After School Care based at the Ridgewood Community Centre, Yate

Job Description

Job Title: Play Assistant

Responsible to: Manager or Leader in charge

Location: Wild About Play, Acer Suite, 244 Station Road, Yate, BS37 4AF

Working Hours: Estimated between 3-15 hours per term time week (flexible).

The current post is for the following sessions - Monday, Tuesday, Wednesday, Thursday & Friday afternoons 3-6pm. Job shares will be considered.

Job brief:

The post holder will support the Club Manager and Deputy to ensure that the club provides high quality childcare within a positive, safe and happy environment and in line with the Club policies.

They will be responsible for assisting in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration.

Responsibilities and duties:

All staff are the public face of the Club and it is of the utmost of importance that the post holder demonstrates a high level of professionalism when carrying out their work.

Quality childcare

To provide high quality childcare by:

- Helping to plan, provide and take part in activities to stimulate and support children's intellectual, physical, social, emotional and play development
- Listening to, enabling, stimulating and ensuring the safe keeping of the children
- Provision of healthy refreshments
- Escorting children safely to/from school
- Taking part in staff meetings, professional development and any training courses relevant to the post as requested by the Manager

Health & Safety

To ensure a safe environment for both children & adults in the group including;

- Equipment well maintained and safe to use
- Good hygiene standards
- Following all safety procedures (including Child protection)
- Reporting any matter requiring attention to the Club Manager, such as concerns about a child, or equipment needing repair
- Dealing with accidents and emergencies according to policy or replacement
- Preparing and fully setting out the area before children arrive and tidying up at the end of each session

Administration

To assist with administration to ensure completion of the Club registers, Early Years Play Plans and other relevant documentation as directed by the Manager. To take monies and administer receipts.

Relationships

To build and maintain positive and professional relationships with parents/carers and to encourage parental involvement in the Club.

To deliver a high level of customer service to parents/carers and children.

To work under the Managers direction but as part of a team.

Other

- To work within the Club's Equal Opportunities policy
- To keep completely confidential any information regarding the children, their families and staff and Club activities which is learnt as part of the job and in line with the club's Confidentiality Policy
- Any other reasonable duties as required

Additional Duties for Staff acting as Play Leaders-

A Play Leader will have overall responsibility for their allocated session/s which includes leading the team, delegating as appropriate and following all policies and procedures.