



## **JOB DESCRIPTION**

### **NAME**

### **JOB TITLE**

**JPAC LTD PLAYWORKER**

### **REPORTING TO**

**SETTING MANAGER**

## **BRIEF DESCRIPTION OF RESPONSIBILITIES**

To deliver a safe, caring and creative play environment for all children, whilst also insuring compliance with the requirements of EYFS. Play must operate within an equal opportunities culture.

### **COMPETENCES NEEDED**

#### **CHILDREN**

- 1:1 To have a sound understanding of good quality childcare.
- 1:2 To understand the rudiments of equal opportunities in play.
- 1:3 To help create an environment that is safe and able to meet the needs of our children.
- 1:4 Have the ability to use sound judgement and common sense insuring that the children are correctly supervised at all time in compliance with our OFSTED registration.
- 1:5 To work as a team under the direction of the Manager
- 1:6 Demonstrate an ability to be able to communicate with the children and empathise with them.
- 1:7 To manage difficult children.
- 1:8 Provide refreshments when necessary.
- 1:9 To ensure the children are correctly supervised at all times.

#### **2 PARENTS**

- 2:1 Liaise with parents when necessary
- 2:2 Ensure only designated adults collect the children.
- 2:3 Ensure only JPAC Ltd staff and /or persons associated with the school are allowed to mix with the children.
- 2:4 Report any injuries to children to the nominated adult and ensure all the appropriate forms are completed.
- 2:5 Refer any complaints to the manager for action

### **3**            **ADMINISTRATION**

- 3:1            Understand the Company's administration systems
- 3:2            Work within agreed policies
- 3:3            Ensure all necessary administration needs are complete for Ofsted and the requirements of EYFS.
- 3:4            Carry out any necessary administration duties for the Company.
- 3:5            Understand the Company's Performance Management and Continuous Improvement systems

### **4**            **STAFF**

- 4:1            Work as part of a team.
- 4:2            Attend meetings where necessary.
- 4:3            Undertake reviews of performance with the Manager
- 4:4            Undertake and contribute actively in the Company's Continuous Improvement Programmes

### **5**            **OFSTED**

- 5:1            Understand and implement all OFSTED requirements in respect of childcare.
- 5:2            Assist with any processes necessary when being inspected.
- 5:4            Point out to the Manager if you have concerns about the Company not complying with Ofsted requirements

### **6**            **QUALITY CONTROL**

- 6:1            Help with the accreditation of standards that the Company is aiming to achieve.
- 6:2            Contribute to the continuous improvement programme the Company has adopted.

### **7**            **PERSONAL**

- 7:1            Hold NVQ 2 status or higher in playwork/childcare.
- 7:2            Understand that the children's safety is paramount.
- 7:3            Hold a current paediatric first aid and food hygiene qualification.
- 7:4            Work within the Company's Performance Management and Continuous Improvement programmes.
- 7:5            Operate within a framework of equal opportunities.

- 7:6 Understand collective responsibility.
- 7:7 Promote the Company positively at all times.
- 7:8 Understand the Company's procedures for registration, collection and delivery, complaints and injury to children.
- 7:9 Understand the Company's personnel policies and procedures.

## **8 GENERAL**

- 8:1 Be observant and mobile. Use sensory skills to ensure safe supervision as well as having an ability to lift and carry equipment.
- 8:2 Understand that your duties will involve a variety of work including supervising children playing both inside and outside of the building.
- 8:3 Help to create an exciting environment for the children that embraces the following activities – sport, games, art and craft, construction, quiet areas and cooperative and imaginative play.
- 8:4 Undertake general cleaning of a used area of the school when necessary.
- 8:5 Work under own initiative.
- 8:6 Understand we are guests in the school where we are based and their needs take precedent over ours. Liaise with M.D. and school when necessary to overcome potential difficulties.
- 8:7 Look for solutions to local problems and actively promote your view.
- 8:8 Understand that children cannot be left unsupervised at any time. We work to a strict ratio of 1:8 for children under 8 and 1:10 for children over 10. Should parents be late in collecting their children then 2 members of staff must remain until all children have left the premises.
- 8:9 Assist with the opening and/or the closure of the school.
- 8:10 Prepare and serve food when necessary.

Reviewed August 2015 &2018