**Twilight Hours After School Club**

All Saints’ Junior School, Hurds Hollow, Matlock, Derbyshire, DE4 3LA

Telephone: 07816935937

Email: info@twilighthours.co.uk Website [www.twilighthours.co.uk](http://www.twilighthours.co.uk)

 **Playworker Job Description**

**Job summary:** Assist with day to day activities of the club. Provide quality playcare within the framework of the club’s policies and procedures

**Line manager:** Katherine Shimwell and Debbie Steeples are the Owners of Twilight Hours, the Deputy Managers in their absence are Karen Smith, Tracey Morton, Donna Fowles and Shirley Doull.

**Working relationships:** Children attending the club and their parents/carers, Management and staff, including students and volunteers, schools, other settings, Ofsted and Derbyshire County Council.

**Main duties include:**

* Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary if qualified.
* Consulting with children and involving them in planning activities then noting any changes on the planning.
* Maintaining good communication with parents, schools and other staff
* Undertaking appropriate and relevant training.
* Keeping the work environment healthy, safe and secure.
* Working within the framework of the club’s policies and procedures.
* Observing EYFS children (level 3 and above staff)

**Person specification**

**Essential qualities**

* Experience of working with 4 to 11 year olds
* Understanding the varied needs of children and their families
* Understanding the issues involved in the delivery of quality play care
* Understanding the issues of equal opportunities
* Provide and facilitate safe and creative play
* Good communication skills
* Able to work as part of a team
* Sound judgement and common sense

**Desirable qualities**

* Experience of working within a play-based setting
* Ability to work on own initiative
* Relevant play work qualification or willingness to work towards this

**Required training**

* Safeguarding Briefing before starting
* Appropriate Safeguarding training within 6 months
* Paediatric First Aid within 12 months
* Food Hygiene Certificate within 3 months