



NOAH'S ARK PLAYScheme JOB DESCRIPTION FOR THE POSITION OF PLAY ASSISTANT

Aim:

The playscheme aims to provide stimulating, enjoyable play experiences and social interaction for children with a range of disabilities and their siblings, but with due regard to all safety issues. To achieve this, children are given one to one care where necessary, by a combination of paid staff and volunteers.

Location: Local primary school in Borehamwood, Herts.

Duration: One week during the Easter holidays and four weeks during the Summer holidays from approx 9.30am – 3.45pm, Monday – Friday (not including Bank Holidays).

Main Tasks:

A play assistant is accountable to the Head Play Leader, Deputy, and the Management Committee, and must be able to carry out the following tasks willingly:-

- Work as part of a team led by the Head Play Leader or Deputy.
- Act with care and respect towards the children on the playscheme. Listen to, encourage, enable, stimulate and ensure the safe keeping of the children.
- Help with personal care, including changing children's nappies/pads where necessary.
- Be aware of and up to date with the playscheme's policies.
- Be aware of fire procedures and know what to do in the event of an emergency.
- Be aware of the procedures regarding safeguarding and to report any concerns to the Named Person for Safeguarding.
- Be aware of the procedures regarding first aid.
- Be aware of what is appropriate dress for an active playscheme.
- To communicate with other team members on all aspects of child care.
- Carry out instructions when asked and help with setting up and clearing away activities and equipment.
- Making sure that all areas, including wash areas and toilets are left clean and tidy.
- Helping with arrivals/departures.
- Ensuring that the accident and incident log is maintained.
- Ensuring that lost property is logged.
- Helping at children's lunch and break times.
- Advise the Head Play Leader of any matter requiring attention such as concerns about a child's well-being.
- Notify the Head Play Leader of equipment that needs repair or replacement.
- Maintain confidentiality, dignity and respect for the children, their families and other members of staff.
- Attend any relevant training courses.