



Early Years Practitioner/Play Worker for Breakfast/After-School Club Job Description



Location: Nascot Wood Infant and Nursery School

Pay grade – H2

Purpose of the role: To provide play and leisure activities for children attending the school’s Breakfast and After School Club, ensuring the children are safe and happy, under the direction and supervision of the club manager.

Responsibilities:

- Assist with the planning and delivery of high quality care and play activities, encouraging maximum participation and inclusion
- Support children to understand instructions and foster their independence
- Support the club manager in promoting positive, pro-social behaviour
- Promote children’s social and emotional well-being,
- Prepare, set up and clear away the play environment and resources
- Contribute to maintaining a safe environment, including carrying out daily risk assessments and checks
- Supervise the children whilst they are eating, in accordance with health and safety procedures and food hygiene principles
- Assist with escorting children safely to and from the classroom to the club setting
- Ensure that all activities and resources in the club setting are safe and well-maintained

Practitioners/Play Leaders in this role may also undertake some or all of the following:

- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Assist with the drawing up of relevant risk assessments relating to specific activities.
- Administration of basic first aid
- Exchanging information about the children with parents and the club leader

<p>Knowledge NVQ level 2 in childcare (or equivalent) Awareness of Health, wellbeing and safety Awareness of keeping children safe Awareness of Data protection and confidentiality Understanding issues relating to equality Basic knowledge of First Aid Understanding of the Schools ethos and values</p>	<p>Competencies Communication (written and verbal) Problem Solving Team working Active Listening Motivation & enthusiasm Well-organised</p>
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed:

Date: