



Casual Staff Job Description For Playworkers, Sports Coaches, Drama Leaders

Job summary:

Assist with day-to-day activities of the club
Provide quality play care within the framework of the club's policies and procedures

Line manager:

Amy Garner Buchanan (Camp Canary Manager)

Responsible for:

Not applicable

Working relationships:

Children attending the club and their parents/carers
Management and staff, including students and volunteers
Schools and registering authorities

Job Description

- Assist with planning, preparing, and delivering quality play opportunities within a safe and caring environment.
- Initiating and instructing games and activities.
- Providing comprehensive care for the children including supervision and toileting.
- Setting up the play space including moving furniture and play equipment.
- Giving children the freedom to spend their leisure time in their own way.
- Encouraging fair and caring behaviour among the children.
- Encouraging independence and self-esteem.
- Talking to children about their concerns or worries.
- Providing refreshments and ensuring that hygiene, health, and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, schools, and governors.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe, and secure.
- Working within the framework of the Camp Canary Limited's policies and procedures.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> • 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 • Sufficient understanding and use of English to ensure the well-being of the children* 	<ul style="list-style-type: none"> • Experience of working within a play- based setting • Experience of administration • Competent in using IT to support play and club administration • Ability to work on own initiative • Relevant qualification or willingness to work towards this • Appropriate child protection training • Current Paediatric First Aid Certificate • Food Hygiene Certificate

** Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*