

Play Worker (breakfast & out of school club)

Poppetts Nursery

Job Description

Aim

The setting will follow the principles of play work at all times. Opportunities will be offered and facilitated that reflect these principles for all children. Children will be consulted so that the Out of School Club offers and meets the needs of all children whilst at the setting through the range of toys, equipment, activities, indoor/outdoor play, themed days, celebrations of cultural festivals and religious events that reflect the diverse community and world in which we all live. All of the play opportunities will be planned and conducted to ensure that all children are valued and have equal opportunities whilst at the club. Information will be shared fully with all parents and carers regarding the play programme, resources available and weekly/termly themes.

EYFS/Play work/Child Centred activities

Be aware of and uphold all policies, objectives and procedures of the setting, in line with the standards laid out by Ofsted, EYFS and the principles of 'Play work'

To carry out the EYFS framework for all children up to and including reception year at school

Work to maintain and progress the high standards of care and education of all children within the setting.

To carry out the programme of planned activities suitable to the age range of the children, ensuring all staff are involved in the processes, following a rota system.

To engage with children in the activities planned and selected allowing them input and choice

To promote physical activity for all children daily in a broad and varied manner

To arrange visitors and 'events', 'themed days' to enhance the children's learning and play

Health and Safety/Hygiene

Keep the room and equipment in a clean condition at all times, undertaking domestic tasks as necessary.

Uphold all Health and Safety Policies at all times to ensure the safety of children and staff.

Carry out regular Fire Drills. H& S inspections

Report any damages or areas of concern immediately to the manager and ensure safety is not compromised

Food and Drink

To plan, order and provide a tea for the children which caters for all dietary requirements and preferences

While meeting the government recommendations of 5 fruit and vegetable portions a day, and the 'Eat well plate'

Consultation

To consult with parents and children annually about the service provided

Parental Involvement:

Liaise with and encourage good communication with parents and their input in to the setting.

To attend Parent Committee meeting bi annually to canvas views and input from parents

Attend an annual 'Open Day' before the start of each new year in September for all existing and new parents

To have an input in 'newsletter' termly informing parents of what is going on

Invite parents to attend the club to share skills and experiences re: work, hobbies, religion etc

Other Duties

To promote good team work and co-operation between staff.

Promote the setting in a professional manner at all times.

Attend occasional training/meetings as and when required.

To support new staff members during their induction period ensuring any "on the job" training is completed.

To be aware of nursery policies and are trained to carry them out effectively, informing management of any issues.

Act as a good role model for the staff in the setting at all times.

To be willing to attend any training required

Qualifications

To hold a Food Hygiene certificate

To be First Aid trained