

## **JOB DESCRIPTION: AFTER SCHOOL CLUB PLAYCARE WORKER**

Title:	After School Club PlayCare Worker
Accountability:	Reporting to the Afterschool Club Manager and/or Deputy Manager at the JCG Foundation.
Location:	JCG Foundation, Le Mont Millais, St Saviour, Jersey, JE2 7YB
Hours:	c. 10 - 15 hours per week term-time
	Contract Type: Zero hours contract
Salary:	Up to £14.88 per hour depending on experience (this includes 4% rolled up in rate for leave pay)

### **PURPOSE OF THE JOB:**

To assist with the day-to-day organisation and operation of the provision at the JCG Foundation by providing high standards of care and play opportunities for children between the ages of 4 to 11 years old in a safe and secure environment.

### **MAIN DUTIES:**

- Prepare the After School Club space for sessions and activities and clear away afterwards, which may involve moving furniture.
- To ensure there is a stimulating range of age appropriate activities and ensuring the provision is well-resourced and creatively setup.
- To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To assist with day to day administration and record keeping, e.g. First Aid Records.
- To administer first aid and medication as appropriate.
- To participate in PlayCare work and other relevant training and development activities.
- To be professional and a good role model to the children and other staff members, at all times.
- To cooperate and work effectively with the Manager and Deputy Manager, taking on additional responsibilities/duties as and when required.
- To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with PlayCare work principles and relevant childcare legislation.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and that concerns are raised in accordance with these.
- To ensure that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- To ensure that the provision is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To assist with providing food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.

- To maintain professional relationships and communicate with the College, parents/carers, all relevant professionals, and authorities.
- To work within agreed policies and procedures, and undertake other duties, appropriate and as may reasonably be required.
- To contribute to the effective recording of any complaints or investigations, ensuring confidentiality at all times.
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the club.
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.

**Qualifications required: -**

NVQ Level 2 in Early years or PlayCare work

6 hours CEYS Safeguarding training and annual update

Food and Hygiene Level 2

Paediatric First Aid (updated every three years)

JCF Working Role B

Enhanced DBS

**APPLICATIONS:**

Apply with a CV and letter of application to [foundation@jcg.sch.je](mailto:foundation@jcg.sch.je) or deliver to JCG Reception.

- Interviews: TBC
- Recruitment Contact: Philippa Healey
  - 01534 607923
  - [foundation@jcg.sch.je](mailto:foundation@jcg.sch.je)
  - JCG Foundation • Mont Millais • St Saviour • JE2 7YB

The JCG Foundation values diversity and welcomes applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children, consequently screening including a DBS check is carried out on successful applicants.