

JOB DESCRIPTION:

AFTER SCHOOL CLUB ASSISTANT PLAYCARE WORKER

Title:	After School Assistant PlayCare Worker
Accountability:	Reporting to the Afterschool Manager at the JCG Foundation.
Location:	JCG Foundation, Le Mont Millais, St Saviour, Jersey, JE2 7YB
Hours:	Contract Type: Zero hours contract
Salary:	Up to £10.60 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:

- Assist and prepare the After School Club space for sessions and activities and clear away afterwards, which may involve moving furniture.
- 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.
- Assist with where required with day to day administration and record keeping.
- Assist with first aid as appropriate.
- 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.
- Cooperate and assist the Manager, Deputy Manager and PlayCare workers by taking on additional responsibilities/duties as and when required.
- 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.
- Assist in ensuring that children's individual needs are recognised. Assist them in establishing and maintaining boundaries for their behaviour.
- Assist with ensuring that the provision is a safe environment for all, standards of hygiene are high, safety procedures are kept. Assist with fire drills and evacuation.
- Assist with providing food and drink when required.
- Maintain a professional manner when communicating with the College, parents/carers, all relevant professionals, and authorities.
- Work within agreed policies and procedures, and undertake other duties, appropriate and as may reasonably be required.

- Work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the club.
- Respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.

Qualifications required: -

Basic playwork or willing to work towards basic qualification

Paediatric first aid or willing to work towards

6 hours CEYS Safeguarding training and annual update

Food and Hygiene Level 1 or willing to work towards

JCF Working Role B

Enhanced DBS

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.