



**Title of Post: Senior Play Worker (Qualified) GRADE 2**

**Line Manager: Earlybirds Manager**

To be responsible to the Earlybirds Manager and the Headteacher in conjunction with Walmley Junior School Governors.

This includes:-

1. Taking part in the day-to-day administration and record keeping including dealing with parents' queries as required in the absence of the Manager and Deputy.
2. The provision of safe, creative, appropriate play activities. Organisation of programme and evaluation of activities and adjusting planning accordingly.
3. To tidy, maintain and resource the play equipment , encouraging good use of it and children's responsibility in putting it away
4. To keep all play areas well supervised at all times
5. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
6. Providing full care for the children including:-
  - a. The safe delivery to parents/guardians.
  - b. The provision of refreshments.
7. Administering First Aid as appropriate:-
  - a. Accidents to be recorded in the accident book and inform parents as necessary.
  - b. Maintain a high standard of Health, Care and Safety for all the children and staff in Earlybirds.
8. Taking full responsibility for evacuation procedures where required.
9. Close liaison with parents, schools and other childcare and play related agencies.
10. To undertake appropriate professional development including adhering to the principle of performance management.
11. To adhere to the ethos of the school
12. To set an example of personal integrity and professionalism
13. Attendance at appropriate meetings
14. Carrying out all responsibilities and activities within an equal opportunities framework.

Job Description Issued by: \_\_\_\_\_ Headteacher

Signed: \_\_\_\_\_ Playworker

Date: \_\_\_\_\_