

# The Carroll Centre

## Job description and Person specification

**Job title:** Bank Poppins/Playscheme Playworker

**Hours of work:** As Required

**Responsible to:** Primary and Youth Manager and Head of Centre

**Holiday Entitlement:** N/A

**Main function:** To assist in the care and control of the After School and Holiday Provision at the Carroll Centre

### General Duties:

- To work in a team to provide quality care for children of Primary School age
- To provide appropriate play opportunities in accordance with the department managers plans
- To assist with the setting up and clearing away of each session as required
- To ensure the health and safety of the children and other staff during each session
- To assist with kitchen duties within sessions
- To carry out responsibilities and activities within a framework of the centre's policies relating to health and safety, child protection and equal opportunities
- To attend staff meetings and planning meetings outside of session hours as required
- To present a positive image of the Carroll Centre at all times
- To carry out any other duties deemed necessary by the Primary and Youth Manager or Head of Centre

### Person Specification:

#### Essential

- To have an enthusiasm for working with children and young people
- To have an understanding of the needs of children and young people
- Good verbal communication skills, listening and observation
- To have experience of delivering activities with children both creative and physical
- To be able to work well in a team and independently
- To be able to communicate well with children and young people from a variety of backgrounds
- To have a total commitment to equal opportunities and anti-discriminatory practice
- To hold a full, clean driving licence and be willing to drive children in own car, if necessary
- To be willing to undergo training and professional development necessary to carry out the role efficiently
- Willingness to work flexibly to cover absence through holiday, sickness or as need arises

#### Desirable

- D1 category driving licence and MIDAS Certificate
- Food and Hygiene qualification
- First Aid Certificate
- To have experience of devising and organising activities for children
- Knowledge of Every Child Matters and Early Years Foundation Stage

#### Additional Information

- Post holders will be required to complete a Enhanced Criminal Records Bureau check prior to commencing the post.