



JOB DESCRIPTION

Activity Planning

1. To provide a safe, creative and appropriate play opportunities
2. Preparing activities and arranging equipment

Liaison

1. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs
2. To consult with the children and involve them in the choosing activities.
3. To share good practice with other staff as needed

Nursery and playground maintenance

1. To notify centre management of any defects in play equipment
2. To clean up after activities as required, and ensure any equipment and resources used are stored appropriately

Supervision and care of children

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities and Coldfall policies
2. Work within Coldfall guidance on risk assessments
3. To actively promote and support the safeguarding of children and young people in the workplace, observing setting policies and procedures to keep children safe from harm.
5. To provide care children, including as necessary, assisting with toileting and feeding.
6. To manage appropriately children's behaviour ensuring they do not harm themselves or others.

Direct Playwork

1. Deliver a range of creative and enjoyable activities indoors and outdoors
2. Consult with the children in order to plan activities
3. Ensure that play meets the full range of child's individual needs

Other

1. To promote the aims and objectives of the Coldfall Primary School
2. To understand and adhere to setting policies, procedures and standards at all times;
3. To provide the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
4. To assist with the preparation and maintenance of materials and equipment
5. Observing and recording behaviour and outcomes, recording accidents in the accident book
6. To offer a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical, cognitive or emotional development
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the school

Candidate Specification

ESSENTIAL	DESIRABLE
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities <ul style="list-style-type: none"> • Enthusiasm for consulting with children • Creativity to devise new ideas and engage the children in activities • A commitment to and understanding of safeguarding children • An awareness of the needs of children with disabilities and/or SEND 	<ul style="list-style-type: none"> • Previous experience with children in a voluntary or paid capacity • Knowledge of the care, learning and development of children with disabilities
<p>Personal qualities</p> <ul style="list-style-type: none"> • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patient, punctual, caring, reliable and trustworthy • A positive approach to inclusive practice, with children, parents/carers and colleagues 	<ul style="list-style-type: none"> • Good organisational skills • Flexibility/ adaptability • Able to work in small teams

This post requires a DBS check as there may be periods of unsupervised access to children.

An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.