

Herne Junior School – Job Description



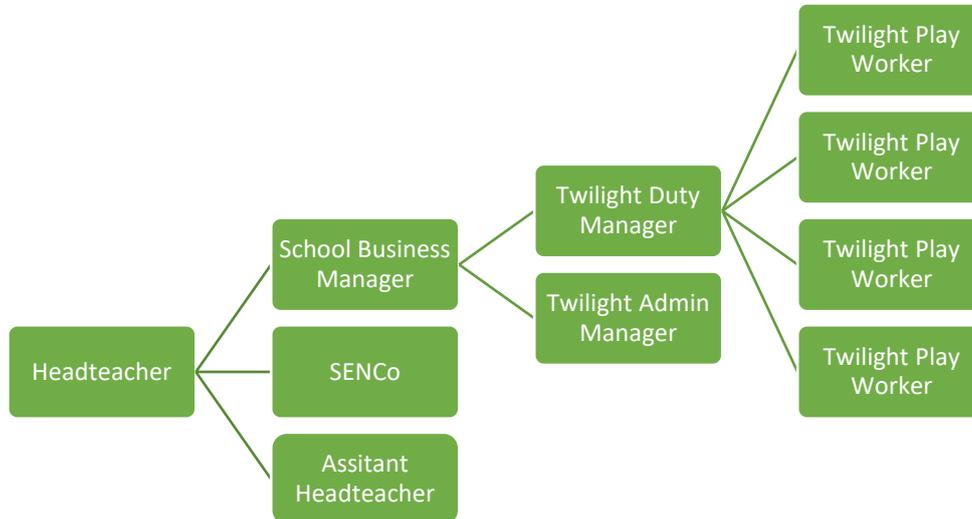
Role: **Twilight Play Worker**

Profile: Out of School Group leader - 02021

Grade: B or C dependent on experience and qualifications

Hours: 6 hours a week (3:15 pm to 5:15 pm – Monday, Tuesday and Thursday) for 39 weeks

Reports to: Twilight Duty Manager



Purpose

To assist the Twilight Duty Manager with the day-to-day operation of the Out of School Cub (Twilight) for children ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. Twilight Club is only available after school during term-time.

Duties

Administration

- Assist the Twilight Duty Manager with the day to day running of the provision ensuring that the service meets the care, play and educational needs of the children.
- Assist the Twilight Duty Manager with the maintenance of accurate records of attendance, registration, fees, and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion.
- As much as is possible prepare rooms and resources in advance and ensure that play equipment, materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session.
- Ensure that the children use the play equipment correctly.
- Under the direction of the Twilight Duty Manager, routinely inspect play equipment and other resources to ensure that they are in good and usable condition, and inform the line manager of any problems.
- Ensure the safe storage of equipment and materials (e.g. labelling boxes) and assist in the maintenance of appropriate records.

Team Work

- Undertake the duties of the role in accordance with the correct procedures relating to the Childrens' Act; OFSTED standards; Child Protection and Health and Safety issues.
- Work to agreed quality standards and defined practices and procedures to ensure that the overall team operates in an effective and efficient way.
- Participate in regular staff meetings and take further action where required.

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- Participate in the school's performance management system and undertake additional appropriate training as and when required.

Service Provision

- Contribute to the continuous development of the service providing a high professional standard of care to ensure that the service continues to meet the care, play and educational needs of the children.
- Provide full care for the children as required including effective liaison with parents/named carers and other childcare agencies on educational and care/medical matters encouraging parental/carer involvement and support in the provision of the service.
- Working with the Twilight Duty Manager to plan and set-up balanced, stimulating, creative, secure and safe play activities suited to the age ranges, learning needs and abilities of the children using the service and encourage those children to participate.
- Comply with the service and outside agency policies and procedures particularly relating to health and safety, child protection and equalities policies and procedures to ensure the safety and security of children at all times.
- Participate in staff meetings to discuss the present and future needs of the service provision and to contribute to its overall development.
- Under the direction of the Twilight Duty Manager ensure safe delivery to the parents/named carers.
- Maintain an accurate knowledge of the collection list.
- Administer First Aid when required ensuring that procedures are adhered to and that the appropriate action is taken and forms completed in the event of an accident.
- Be aware of any medical conditions of the children in attendance.
- Maintain effective working relationships with parents/named carers, responding to routine queries when raised.
- Manage childrens' behavioural problems in accordance with the club, school and County Council's behaviour management policies and procedures, and liaise with parents/named carers as necessary.
- Assist the Twilight Duty Manager to conduct, maintain and communicate any individual risk assessment concerning behaviour and /or SEND child's needs.
- Adhere to the school's equal opportunities policy for school staff and pupils.
- Supervise children's' basic hygiene arrangements.
- Assist children with the selection and distribution of refreshments.

Completing any ad-hoc tasks assigned by the Headteacher, Assistant Headteacher, SENCo or Business Manager in line with the role.