



Knutz Out of School Club

Job Description and Person Specification

Job Title:	Breakfast, After School or Holiday Club Play-worker,
Requirements:	Level 2 childcare qualification
Location:	Knutz Out of School Club, Knutsford School, Balmoral Road, Watford, WD24 7ER
Responsible to:	Manager
Purpose of the Job:	To work as part of a team to provide quality child-care for children in an Out of School setting.

Main Areas of Responsibility

- To provide and maintain close supervision of the children at all times, ensuring that each child's arrival and departure is monitored and properly recorded on the register
- To contribute to the planning of daily activities to enhance the children's all-round development and enjoyment
- To be part of the team of Play-workers providing a safe, secure and stimulating environment for the children, with creative and appropriate play opportunities
- To assist in ensuring the safety of all the children at the Club in the event of a fire or other emergency
- To help with the setting up and clearing away of play materials and equipment before and after the children attend the Club
- To read, to understand and follow the Club's policies and procedures to ensure the setting operates within current legislation and guidelines and meets the standards required by Ofsted
- To act in a responsible manner toward the children at all times
- To assist in the provision of the appropriate refreshments for the children in accordance with food hygiene regulations in force
- To ensure that the Manager is made aware of any incidents affecting the welfare of the children
- To record any accidents or incidents in the relevant record book
- To be responsible, with the other members of the team, for ensuring that resources and equipment are properly used, maintained and stored and for reporting any worn or damaged items to the Manager
- To help keep the Club premises tidy and clean
- Once trained, to administer or supervise any first aid as required
- To liaise with parents/carers of the children in the care of the Out of School Club
- To participate in and contribute to staff meetings every half-term
- To act as a Key Worker for EYFS children if required



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- To attend training courses as specified by law, recommended by current guidelines or requested by the Manager to ensure that the worker's skills and knowledge remain up to date
- To undertake any task reasonably deemed by the Manager to be part of the role of Play-worker in this setting

Additional Information

The post holder must make them-self available for regular supervision meetings as required by Early Years Foundation Stage 2024 guidance and by arrangement with the Manager.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any conviction they have and any orders that have been made against them.

Person specification

Skills and knowledge

You'll need:

- sensitivity and understanding
- patience and the ability to remain calm in stressful situations
- the ability to work well with others
- to be flexible and open to change
- the ability to accept criticism and work well under pressure
- excellent verbal communication skills
- customer service skills
- thinking and reasoning skills
- to be able to carry out basic tasks on a computer or hand-held device

Restrictions and Requirements

You'll need to:

- pass [enhanced background checks](#)
- have the right to work in the UK
- provide at least two references

You'll need to have a positive attitude towards children and enjoy working with them.

If selected for interview, you will be asked questions about safeguarding children.