



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Playwork Assistant (Maternity Cover) YMCA After School Club - Bangor</b>
<b>SALARY:</b>	£15,407 pro-rata (YMCA Range D pt 3)
<b>HOURLY RATE:</b>	£7.90 per hour
<b>HOURS OF WORK:</b>	25 hours per week
<b>CONTRACT:</b>	Fixed term contract from 16th October 2017 until 17th August 2018
<b>RESPONSIBLE TO:</b>	Playwork Supervisor
<b>LOCATION:</b>	YMCA North Down, 10-12 High Street, Bangor, or, if required, Ballyholme Presbyterian Church, Ashley Drive, Bangor

### **JOB PURPOSE:**

To assist in the day to day organisation and running of YMCA After School Club - Bangor, and to deputise in the absence of the Playwork Supervisor.

### **KEY RESPONSIBILITIES:**

The post encompasses working as part of a team to provide quality childcare for the children attending our service, by using the core skills and knowledge in areas of Child Development, Safeguarding Children, and Promoting the Welfare of Children.

### **JOB TASKS:**

Playwork Assistant duties include:

- To play an active role in the day-to-day running of YMCA After School Club.
- To provide safe, creative play opportunities for 4 to 11 year olds, and be involved in programme planning.
- To provide care for the children, including collection from school and safe delivery to parents/carers at the end of the day.
- To work within the agreed policies and procedures of YMCA North Down and YMCA After School Club.
- To be able to administer first aid.
- To set up and clear away daily activities, in conjunction with the other team members.
- To prepare and administer appropriate snacks as required.
- To take responsibility for the care and maintenance of equipment, ensuring that Health and Safety Standards are met.

- To assist the Supervisor in encouraging parental involvement and networking.
- To assist the Supervisor with the upkeep of accurate records, administrative duties and financial administration.
- To record and manage any incident or accidents in the appropriate way.
- To undertake any relevant training as considered necessary by the Playwork Supervisor or the General Secretary/CEO. (Training may take place outside normal work hours.)
- To attend team meetings.
- To perform the role of 'Nominated Deputy', as defined in DE Minimum Standards for Childcare, and to deputise in the absence of the Playwork Supervisor
- To carry out any other reasonable duties, as required by the Playwork Supervisor or the General Secretary/CEO.



## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA:**

#### **Qualifications**

- Hold a QCF Level 2 or 3 qualification in Playwork, Early Years or equivalent.

#### **Experience**

- Have a minimum of 2 years' recent experience in a paid capacity of working with children of primary school aged in a similar setting, such as playwork, childcare or education.
- General administration.
- Willingness and experience of working alongside others in a team-type environment.
- Experience and willingness to work in partnership with other groups.
- Ability to provide a safe, creative play environment.

#### **Knowledge and Skills**

- A clear understanding of good quality childcare, and ability to implement within the Childcare Minimum Standards.
- A clear understanding of Risk Assessment and Health & Safety when working with children.
- Good interpersonal, communication and team-working skills.
- Good administration skills, including proficient use of ICT.

#### **Personal Qualities**

- Sensitive to the need for confidentiality.
- Self-motivated.
- Ability to work flexible and extended hours, including mornings during holiday periods.
- Willingness to participate in all relevant playwork training opportunities.
- Committed to working to the Aims and Purposes of the YMCA.
- Committed to working within an equal opportunities framework.

#### **Physical**

- Good general health.
- Ability to participate in active pursuits with children.

## **DESIRABLE CRITERIA:**

### **Qualifications**

- Hold, or working towards, a Level 5 qualification in Playwork, CCLD (Children's Care Learning & Development) or equivalent.
- Relevant Child Protection Qualification - completed within last 3 years.
- Relevant Pediatric First Aid Qualification - completed within last 3 years.

### **Experience**

- Experience in supervising or team leading in a playwork/childcare setting.

### **Knowledge and Skills**

- A clear understanding of current childcare and child protection legislation.

### **Personal Circumstances**

- Clean, current driving license.

### **Notes:**

- Criteria may be enhanced to aid shortlisting.
- The post is subject to Access NI clearance, SEHSCT vetting process and a successful SEHSCT Fit Person's Interview.