

JOB DESCRIPTION

Post Title: Playscheme Worker

Post No.: _____ Grade: SC2 -Salary Point : 3 £13.98 per hour

Group: Schools and Children's Services:

Section/Unit: Cheviots Children's Disability Service

Reports to (title) Specialist Short Breaks Services and Family Support Manager

PURPOSE OF JOB:

Working as part of a team, to provide disabled children and young people with play and leisure opportunities with their peers during school holidays.

2. ORGANISATION CHART:

See attached

3. SUPERVISORY RESPONSIBILITY:

None

4. DUTIES:

- To work in conjunction with all members of the service, working in groups and where appropriate work on an individual basis with disabled children and young people, to develop play and leisure opportunities
- To ensure that children and young people are adequately supervised at all times and will follow specific guidance relating to the care and management of all children.
- To be committed to providing a quality service to all disabled children and young people attending the schemes.

- To promote positive play and leisure opportunities by contributing to the planning of play and leisure activities, which fully reflect children and young people's diverse and individual needs;
- To encourage all children and young people to actively participate in activities.
- When directed to support both groups of children and young people and individuals in inclusive play and leisure settings.
- To contribute to maintaining an environment which promotes children and young people's play and leisure opportunities.
- To carry out appropriate tasks in order that a high standard of hygiene, safety and cleanliness is maintained at all times, including to help clean all toys and equipment used during the sessions.
- To ensure that child information profiles and risk assessments relating to children and young people in your care are read regularly to ensure safe caring.
- At the beginning of each playscheme session to ensure that all medication is passed to the centre worker who will ensure it is stored securely and administered as appropriate.
- Under the direction of the senior playscheme worker or centre worker, to provide a daily written report (end of day sheet) to parents/carers of their child's session at the scheme.
- To report all accidents/incidents to the senior playscheme worker or centre worker immediately, regardless of how minor.
- To ensure that all policies and procedures are adhered to at all times.
- To undertake escort duties when required at the beginning and end of the playscheme sessions.
- To ensure that the centre worker managers are provided with your availability for work according to the deadline date requested.
- To ensure good partnerships with children and young people by actively involving children in the shaping of the service and by working closely with parents/carers, and others to ensure that the child's individual needs are being met at all times.
- To maintain high levels of confidentiality in accordance with the Council's confidentiality policy.
- To ensure that the service operates within an equal opportunities framework;
- To provide a friendly, safe, secure and stimulating environment, adhering to the Council's Health and Safety policies;
- To contribute to the end of day feedback sessions.

- To undertake any reasonable duties as requested by the senior playscheme worker, Centre Work Manager, or centre worker.
- To attend training sessions meetings as required.
- To work flexibly to meet the needs of the service

5. CONTACTS:

Children and young people.
 Parent/Carers
 Centre Manager
 Team Manager
 Social Workers
 Specialist Short Breaks Services and Family Support Manager
 Specialist Short Breaks Services and Family Support Practitioners
 Specialist Short Breaks and Family Support Worker
 Senior playscheme Workers
 Occupational therapists
 Physiotherapists
 Transport drivers
 Members of the public

6. EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

7. HEALTH AND SAFETY:

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

8. SIGNATURES:

Signature of postholder	Date
Signature of manager	Date

PERSON SPECIFICATION

Department: ECSL – CAST

Team: Cheviots Children’s Disability Service

Job Title: Playscheme Worker

Listed below are the five essential recruitment and selection criteria

	ESSENTIAL	HOW TESTED
1.	Commitment to attending ongoing training and development.	A/I
2.	Ability to work flexibly including weekends, during all school holidays. Commitment to working a minimum of three consecutive holiday schemes i.e. Easter, Summer (for no less than four weeks) and Christmas.	A/I
3.	Demonstrate the ability to work productively as part of a team.	A/I
4.	Experience of engaging with children and young people either within a family, professional or voluntary setting.	A/I
5.	Demonstrate an energetic and enthusiastic approach to working with disabled children and young people with complex needs.	A/I

Listed below are the two desirable criteria

	DESIRABLE	HOW TESTED
1.	Ability to communicate effectively both verbally and in writing.	A/I
2.	Knowledge and understanding of working with children/young people from diverse cultural backgrounds.	A/I

N.B HOW TESTED COLUMN indicates whether the criteria will initially be assessed from application form or at the interview/test.

‘A’ = Application Form

‘I’ = Interview

‘T’ = Test or presentation

FOR CANDIDATES TO NOTE

This Person Specification gives a description of the skills that are required by the postholder. It is a particularly important document to consider when completing your application, it provides a ‘benchmark’ against which applicants will be shortlisted. Only candidates who can demonstrate that they meet the essential criteria will be considered. You should therefore ensure that your application demonstrates how your previous experience, skills and abilities match all the essentials identified and show examples of evidence of these.

Please refer to www.jobs.enfield.gov.uk and the application process page carefully. Please also note that the interview will probe in more depth, all criteria and additionally:

- **Commitment to the promotion of Equal Opportunities Issues**
- **Commitment to and awareness of Quality in Customer Services**
- **Commitment to the promotion of Health & Safety at Work**