

**First Steps Enterprise Limited &
Picton/Kensington Children's Centre
Summer Playworker (1 position)**

Pay: £10.35 per hour

17 hours per week over 4 days Tuesday to Friday over 4 weeks

Summer 2022 – 2nd to 26th August 2022

Introduction

Picton/Kensington Children's Centre are looking for an enthusiastic and committed Playworkers to playscheme activity sessions to children aged 0-11 over the summer holidays and their families. This is over 4 days Tuesday to Friday across 4 weeks in August 2022

Responsible to:

- Management & Supervision on all daily and operational issues – Children's Centre Co-ordinator
- Employer– First Steps Enterprise's Managing Director

Responsible for:

- Implement and delivery of playscheme sessions for children aged 0 to 11 and families

Job purpose:

1. Delivery playscheme sessions for children aged 0 to 11 and families in the children's centre and community.

Job duties:

1. To deliver playscheme sessions for children aged 0 to 11 and families, which are fun, stimulating, and educational.
2. To ensure creative play opportunities take place in a safe and caring environment.
3. To ensure parents/carers and children are welcomed in a professional manner, to carry out registration.
4. Adapting the activities to ensure all children can participate.
5. Support the centre in its activities across the summer
6. Working effectively in a team others and liaise with management clearly and effectively.
7. To meet and sustain any set targets as directed by senior management
8. To adhere to all policies and procedures
9. Carrying out day-to-day administration and record keeping as appropriate
10. To provide data/monitoring information and reports as required by management
11. To promote and publicise the activities to local parents and the community

12. Encouraging parental involvement and support of the service
13. Attending meetings as appropriate.
14. Carrying out all responsibilities and activities within an Equal Opportunities framework.
15. To fully comply with Liverpool City Council policies and procedures regarding Safeguarding Children and Child Protection
16. Working within all Liverpool City Council policies and procedures
17. The post holder will be expected to take full responsibility for ensuring they are up to date with current childcare issues.

Person specification – Essential:

Qualifications & Training

- NVQ Level 3 or 2 equivalent in one of the following (or working towards):
 - Sports-based qualification (such as Sports Development or Coaching Sports & Fitness),
 - Playwork,
 - Health & Social Care, or
 - Early Years/Childcare
 - Education

Experience

- Experience of delivering activities in a playscheme would be an advantage
- Experience of working with Children or Young People.

Skills, Knowledge & Attributes

- A commitment to safeguarding and child protection
- A commitment to equal opportunities
- Ability to provide and facilitate safe, physical and creative play
- Ability to communicate at all levels
- Ability to produce reports as required
- Ability to meet children's individual needs
- Ability to work on own initiative
- Ability to use judgement and common sense
- Some fundamental ICT skills

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.

This post is subject to enhanced Disclosure and Barring Service disclosure and references.

Desirable for the post

- n/a

Other Information

- £10.35 per hour
- Hours of work. 17 per week as follows:
 - Tuesday, Wednesday & Friday 9.30am- 1.30pm and Thursdays 9.30am-3.30pm starting on the 2nd August and running until the 26th August
 - Some flexibility may be required
- Annual leave: added on as a payment per hour.
- Location: Kensington & Picton Children's Centre sites
- This post is fixed term initially 2nd to 26th August 2022
- Apply by completing on-line application form at this site <http://firststepsenterprise.co.uk/vacancies/>