



CAMBERWELL AFTER SCHOOL PROJECT

JOB DESCRIPTION

JOB TITLE:	Early Morning Breakfast and School Drop Off Playworker.
JOB SUMMARY:	<p>Responsible for the supervision of children at the Breakfast Club, to ensure that each child has an enjoyable, safe, and relaxed start to the day and provided with a healthy breakfast before they are taken to school.</p> <p>To work as a team member to provide high quality childcare, before school and on travel to the schools, ensuring that the children are taken safely and on time.</p>
RESPONSIBLE TO:	Breakfast Service manager
RESPONSIBLE FOR:	Volunteers, Trainees, Students
HOURS:	7.5 - 10 hours per week (between 7.30 – 9.30am)
SALARY:	£11.95 per hour Term time only (£3,997.00 - £5,330.00 per annual inclusive of holiday pay)

JOB CONTEXT

Camberwell After School Project (CASP) provides an integrated childcare services to children from age 2 to 11 years, operating in Camberwell in the borough of Southwark.

The centre is open 5 days per week Monday to Friday from 7.45am – 6.30pm 49 weeks per year and provides the following services: Early Morning Breakfast and School drop off service, Early Years Pre-school Nursery, After School Collection and Holiday Playscheme.

Staff must be enthusiastic about working with children and to put their interest at the centre of their work and to be able to work with a variety of professional disciplines.

PURPOSE OF THE JOB

Responsible for the supervision of children attending the Breakfast Club to ensure that each child has an enjoyable, safe, and relaxed start to the day and have a healthy breakfast before being taken to school.

Deputise in the absence of the breakfast service manager, providing support, assistance, guidance, and examples of good working practices to work colleagues, including those of a similar grade.

Responsible for the safety and wellbeing of the children and young people being supervised.

Prepare and serve a healthy breakfast for children attending the Breakfast Club following menus agreed by the breakfast service manager.

Attend regular team meetings to share ideas and suggestions for activities, events, and feedback on service delivery.



To take turns in doing other job-related paperwork including health and safety checklist, breakfast menu planning and activity evaluations etc.

Assist with maintaining accurate records relating to the children's attendance at the project, such as register, daily dairy, accident/incident book etc. and report all accidents or incidents to the breakfast service manager.

Principal Accountabilities

To provide high quality care and a range of play activities for children in a secure, safe, and calm environment.

When on kitchen duty, fill in all relevant paperwork including fridge temperature control, kitchen checklist, food temperature records and petty cash receipts / records.

To develop and maintain positive working relationships and communications with parents and carers of the children and young people who use the service and ensure that they are encouraged to feel welcome when they drop off their child.

To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy procedures, where necessary to report difficulties to the breakfast service manager.

To be a positive role model to children and young people via interactions with children, use of positive body language, actions, and use of language.

To deal with sick or injured children, including clearing up in accordance with CASP's first aid procedures.

To have knowledge of individual pupils' special needs and requirements (e.g., food allergies) to ensure that they receive appropriate support during the session.

To set up equipment, activities at the beginning of the session and tidy up and pack away all equipment used to include tables and chairs.

Clean up any spillages or rubbish leaving the hall ready for the nursery service.

To uphold CASP's policies for anti-discriminatory practice and equality of opportunity.

To uphold CASP's Health and Safety requirements, particularly regarding agreed codes of practice and safe methods of working.

To provide safe travel of children to school and the safety of children in attendance at the centre and off site.

Work closely and cooperatively with the breakfast service manager to ensure a good transition of services at the end of each session.

To demonstrate good interpersonal skills, be self-motivated and able to work on own initiative.



Camberwell After School Project reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

STANDARDS OF CONDUCT

CASP always expects the highest standards of conduct from its employees. Staffs are expected to promote a high public profile and customer care image on behalf of the organisation and to perform duties with integrity and in accordance with the code of conduct for employees.

ADDITIONAL DUTIES

The post holder from time to time may be asked to undertake other responsible tasks appropriate to their skills, experience and knowledge as required by the organisation. In addition to the duties outline above, the post holder will be expected to:

Maybe required to transfer temporarily to other roles or to undertake a range of other tasks at short notice and at any time as may be required due to the needs of the service.

EQUALITIES

Be aware of and support difference and ensure that children and young people have equality of access to opportunities to gain experience and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to the appropriate person.

SAFEGUARDING:

Maintain high standards of hygiene.

Ensure that safeguarding procedures are always followed.

Ensure that the indoor and the outdoor area is always safe, and the health and safety policy is implemented.

Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

PHYSICAL EFFORT

There is a requirement, subject to appropriate training, to lift and move play equipment, tables, and chairs.

To be physically fit to lift and move play equipment, tables, and chairs.

WORKING ENVIRONMENT

The playroom area is shared with the nursery.

There is a need, from time to time, to wipe up blood and other bodily fluids.

GENERAL REQUIREMENTS:

Take part in CASP's performance management system.



Strong commitment to furthering equalities in both service delivery and employment practice.

ADDITIONAL INFORMATION

You may be asked to work on occasional evening or weekend.

Corporate image: always adopt and project a professional image.

Confidentiality – maintain absolute confidentiality regarding the organisation's information and procedures.

Operationally, to promote and comply with all CASP's employment policies and work to agreed quality assurance standards.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders' Act 1974.

An enhanced disclosure will be sought through the criminal records bureau as part of Camberwell After School Project (CASP) pre-employment checks.

Please note that additional information referring to the barring and disclosure service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

SUPERVISION

The breakfast service manager manages the jobholder.

****the duties and responsibilities listed above describe the post as it is present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**



PERSON SPECIFICATION

JOB TITLE: Early Morning Breakfast and School Drop Off Playworker.

Criteria	Essentials	Desirable
Knowledge and Experience		
Knowledge of relevant procedures and associated legislation (e.g., health and safety, first aid, food hygiene)	✓	
Demonstrable experience of providing care for children aged 4 – 11 years	✓	
Knowledge of child protection issues and procedures	✓	
Knowledge of equalities issues and implementation and development of equalities practices		✓
Good understanding of the needs of young children	✓	
Knowledge of IT using excel and words		✓
Qualification		
NVQ level 2 in childcare or other recognisable childcare related qualification	✓	
First Aid Certificate		✓
Skills and abilities		
Ability to work to time constraints.	✓	
Able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with CASP's Diversity and Equalities Policy.	✓	
Ability to develop good working relationships with parents and other service providers.	✓	
Good time keeping and reliable.	✓	
Ability and flexibility to cope with changing needs and demands.	✓	
Ability to organise activities and engage with children.	✓	
Ability to communicate positively with and listen to a wide range of people.	✓	
Possess a warm and positive approach to children.	✓	