



## **JOB DESCRIPTION**

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| <b>JOB TITLE:</b>      | <b>Playwork Assistant - YMCA After School Club Ballyholme</b>                                      |
| <b>SALARY:</b>         | £15,407 pro-rata (YMCA Range D pt 3)   |
| <b>HOURS OF WORK:</b>  | 20 hours per week, term-time (39 weeks per year)   |
| <b>CONTRACT:</b>       | Fixed term contract until 30th June 2020 - may be extended   |
| <b>RESPONSIBLE TO:</b> | Playwork Supervisor  |
| <b>LOCATION:</b>       | Ballyholme Presbyterian Church, Ashley Drive, Bangor or YMCA North Down, 10-12 High Street, Bangor |

### **JOB PURPOSE:**

To assist in the day to day organisation and running of YMCA After School Club - Ballyholme.

### **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.
- Providing care for the children, including collection from school and safe delivery to parents/carers at the end of the day.
- Working within the agreed policies and procedures of YMCA North Down and YMCA After School Club.
- Be able to administer first aid.
- To set up and clear away daily activities and in conjunction with the other team members.
- Preparation and administration of appropriate snacks as required.
- Taking 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 with the upkeep of accurate records, administrative duties and financial administration.
- Record and manage any incident or accidents in the appropriate way.
- To undertake any relevant training as considered necessary by the Playwork Supervisor or After School Club Leader. (Training may take place outside normal work hours.)
- To attend team meetings.
- Any other duties, as required by the Playwork Supervisor or the After School Club Leader.





## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA:**

#### **Physical**

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

#### **Qualifications**

- OCN Level 3 Childcare qualification, or equivalent.

#### **Experience**

- Have a minimum of 1 years' experience in a paid or voluntary capacity of working in a Childcare setting, within the last 3 years.
- 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**

- Competent computer and IT 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 communication skills at all levels.
- Good administration skills.

#### **Training**

- Participation in all children's work training opportunities.

#### **Personal Circumstances**

- Ability to work flexible and extended hours, including mornings during holiday periods.
- Sensitive to the need for confidentiality.
- Self-motivated.
- Good interpersonal, communication and team-working skills.

#### **Personal Qualities**

- Committed to working to the Aims and Purposes of the YMCA.
- Committed to working within an equal opportunities framework.

## **DESIRABLE CRITERIA:**

### **Qualifications**

- Relevant Child Protection Qualification.
- Relevant First Aid Qualification.

### **Experience**

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

### **Knowledge and Skills**

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

### **Training**

- The Playwork Assistant may be required to undertake a part-time course, leading to a professional qualification.

### **Personal Circumstances**

- Clean current driving license.

**Note** - The post is subject to Access NI clearance, SEHSCT vetting process and a successful SEHSCT Fit Persons Interview.

