

JOB DESCRIPTION

Job Title: Summer Activity Playworker

Location: Finchley

Contract: Bank

MAIN DUTIES AND RESPONSIBILITIES

- To support children and young people with disabilities attending the school holiday schemes as directed by the Deputy Manager.
- By using information provided in children and young people's care plans, to ensure that their needs are met.
- When required, to assist and/or support children and young people with toileting, eating and drinking.
- To ensure children and young people's health & safety needs are met under current legislative standards.
- To ensure that all relevant information in relation to children and young people is passed to the Deputy Manager.
- To work in conjunction with other Unity staff at schemes.
- To help set up/tidy up for the scheme activities.
- To attend and contribute to staff preparatory and debriefing meetings.
- To report all accidents/incidents to the Deputy Manager.
- To meet children and young people on arrival at scheme and on departure to remain with them until collected by parents/guardian.

General

- To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.
- To always maintain confidentiality and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
- To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
- To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions. As regards to any duty or requirement imposed upon the



organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to

- To enable that duty or requirement to be performed or complied with. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
- To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
- To work at any other Norwood location, as and when required.
- To undertake any other duties which are consistent with the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

PERSON SPECIFICATION

Summer Activity Playworker

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working with children and young people 	<ul style="list-style-type: none"> • Previous experience of working with children or young people with disabilities.
QUALIFICATIONS		<ul style="list-style-type: none"> • Minimum of QCF level 2 or equivalent in relevant qualification in childcare
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good inter-personal skills. • Basic awareness of Health & Safety. 	
PERSONAL CIRCUMSTANCES AND ATTRIBUTES	<ul style="list-style-type: none"> • Due to needs of clients it is a requirement to be 18 years of age or older. • Ability to relate effectively to the users of Norwood services. • Ability and willingness to work according to Norwood's policies and procedures, e.g., Child protection, equal opportunities, etc. • Awareness of or keen willingness to learn about the Jewish community. • Ability to work well as a member of a team and on own initiative • To be willing to undertake any other duties that may arise. • Self awareness and awareness of impact on others. • Ability to uphold and maintain strict confidentiality in all aspects of the work. 	