



Little Angels Fun Club and Nursery

Job Description

Play worker

Purpose of Post

1. To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Fun Club & Nursery.
2. To give support to other personnel within the Fun Club & Nursery
3. To implement the daily routine in the base room.

Key Areas

Work with children

Team work

Liaise with Parents

Responsible To:

Nursery Manager / Fun Club Co-ordinator

Duties and Responsibilities

1. To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff.
2. To keep a proper record of achievement file on your key children, for Parents.
3. To work alongside parents of special needs children to give full integration in the Fun Club & Nursery.
4. Support all staff and engage in a good staff team.
5. Liaise with and support parents and other family members.
6. To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings, summer fayre, Christmas party, etc.
7. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake domestic jobs within the setting.
8. Work alongside the manager and staff to ensure that the philosophy behind the project is fulfilled and Ofsted standards are met.
9. Recording accidents in the accident book. Ensure Team leader has signed the report before the parent receives it.
10. Look upon the setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children.
11. Ensure child is collected by someone known to Fun Club & Nursery.
12. To respect the confidentiality of information received.
13. To develop your role within the team especially with regard as a key worker.
14. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
15. To be aware of the high profile of the nursery and to uphold it's standards at all times.

Specific Child Care Tasks:

1. The preparation and completion of activities to suit the child's stage of development.
2. To ensure that mealtimes are a pleasant social sharing.
3. Washing and changing children as required.
4. Providing comfort and warmth to a poorly child.

Signature_____ Date_____

Signature_____ Date_____