

Children's Centre's

Job Description

Job Title	After-School Worker
Salary	£7.50 per hour
Hours	16.25 hours per week
Location	Sunshine Preschool Woodthorpe Children's Centre
Reports to	Senior Early Years Practitioner
Responsible to	Pre-school Manager

Job Purpose

To plan deadlines and review exciting and challenging activities for children attending after school provision.

Key Tasks

1. Pick up children from Woodthorpe Community Primary School and ensure safe arrival at the centre.
2. Provide snack in line with a healthy eating policy.
3. Support children with homework as required and liaise with school staff to ensure the individual needs of the child are met.
4. Run craft sessions for parents and children.
5. Liaise with Pre-School staff and ensure to provide a safe, stimulating environment.
6. To assist in planning, preparation and implementation of activities and experiences for young children.
7. To facilitate children's learning, through offering appropriate child centres support, stimulation and interaction.
8. To do any overtime when needed within the nursery to cover staff during busier periods.
9. To adhere to the safeguarding procedures and acknowledge their responsibility in terms of safeguarding the children and adults in their care.
10. To work with parents and carers to ensure they are aware of their child's progress, including strengths and weaknesses.
11. To attend staff meetings.
12. To attend in-service training courses and meetings as required.

13. Maintain levels of confidentiality as expected.
14. To observe and assess children.
15. To undertake any other duties as directed by the Senior Early Years Practitioner or Pre-School Manager in accordance with the pre-school business plan and objectives.
16. To adhere to current policies, procedure and legislation e.g. Children Act 2004, health and safety.
17. To work within key worker system.
18. To provide a stimulating outdoor learning environment.

Additional Duties

It is the nature of the work of the pre-school that task and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description must be undertaken. If additional responsibility or tasks becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

This Job Description is presented in general terms and is not an exhaustive list of responsibilities. The post holder will be expected to review this regularly with their line manager.

NB. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.