

## Job Description

**Post Title:** Sparkle leisure support worker

**Reporting to:** Sparkle Operational Lead for Leisure

**Accountable to:** Sparkle Supervisors

**Location:** Caerphilly Children's Centre. Heol Las, Energlyn CF83 2WP

**Salary:** £10.08 per hour (aged 16-20yrs) - £12.24 per hour (aged 21yrs+)

**Hours available from** **September 2025 (term time only):** Saturday 9.30-11.30am (play club).

**We are looking to recruit and offer shadowing sessions during the summer holidays for a September start of contracted hours.**

**Holidays:** 25 days per year pro rata, not including bank holidays

## Job Purpose

To assist in the day to day organisation of leisure services within the Caerphilly Children's Centre. catchment area, ensuring quality play activities are facilitated within a safe and stimulating environment for children and young people aged 0 to 17 with a disability or developmental difficulty.

## Key Results Areas

1. Deliver stimulating and varied play activities for all children with a disability or developmental difficulty as appropriate to their developmental age, abilities and cultural backgrounds.
2. Assist in the development of the Leisure Services where all children can experience a wide range of play opportunities, ensuring they are involved in the planning process through promoting the National Participation Standards.
3. Assist in the promotion of Sparkle as a charity and the Leisure Services in the local community to increase participation.
4. Be responsible for each child's personal hygiene and care needs as required.
5. Assist in management of children's behaviours following set plans and risk assessments.
6. Assist in the monitoring of the use of club equipment and report any defects in apparatus and equipment.
7. Assist in ensuring that the club is prepared in advance of the start of the session and ensure the area is tidy and equipment is stored safely at the end.
8. Assist in ensuring a high standard of facility presentation is provided for all users at all times by cleaning the facility.
9. Effectively communicate with parents, before and after sessions to provide them with information on the activities/events the children/young people participated in.
10. To assist in promoting Equal Opportunities for all children and parents who attend the leisure services.

11. To promote and support transition plans into community activities.
12. Maintain strict confidentiality related to information held concerning children and their families.
13. Attend training days and meetings when required.
14. Undertake continuous personal development in order to exceed National Minimum Standards.
15. Undertake any other duties, commensurate with the grade of the post, as directed by the line manager.

### Special Conditions

The nature of the post will require a flexible approach to hours of work. There may be a requirement to attend meetings, attend events etc, which take place at evenings and on weekends.

### Disclosure and Barring Check

This post is subject to an enhanced Disclosure and Barring check with a children barred list check.

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared.

Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

### General Responsibilities

#### Health & Safety

It is the responsibility of all employees to work to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

#### Equality & Diversity

It is the responsibility of all employees to support Sparkle's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

***Sparkle is committed to Safeguarding and Promoting the welfare of children, young people and vulnerable adults***

### Person Specification – Sparkle leisure support worker

	Essential	Desirable	Indicated by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>2 x GCSE's (grades A-C) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2/3 in Play work or equivalent</li> <li>Epilepsy Awareness</li> <li>Entry level qualifications in pre-school, primary, youth work or parental skills</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children/young people with a disability or developmental difficulty</li> <li>Experience of working in a play club</li> </ul>	<ul style="list-style-type: none"> <li>Experience of planning children's activities</li> <li>Experience of managing challenging behaviours.</li> <li>Experience of working with children with complex care needs.</li> </ul>	Application Form & Interviews
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent understanding of Customer Care</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of first aid skills</li> </ul>	Application Form & Interviews
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>Ability to interact with children &amp; young people</li> <li>Establish good working relationships with staff and volunteers</li> <li>Able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur</li> <li>Are polite and courteous at all times, regardless of the situation</li> </ul>		Application Form, Interviews & references
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Passionate about increasing play opportunities</li> <li>Motivated</li> <li>Adopt a friendly, happy, welcoming approach</li> <li>Excellent Communication skills</li> <li>Reliable and committed</li> <li>Organised</li> <li>Able to work as part of a team</li> <li>Show empathy, patience and understanding</li> <li>Passionate about supporting Sparkle's children, young people and families e.g.</li> </ul>		Application Form, Interviews & references

	engaging in voluntary support at some Sparkle family events.		
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