

Job Description

Post Title: Sparkle Community Play Worker

Responsible to: Sparkle Team Leader & Sparkle Supervisors

Location: Across Monmouthshire, Blaenau Gwent & Torfaen

Salary: £8.42 - £9.01 per hour

Hours: Relief

Job Purpose

To assist in the day to day organisation of leisure services within the Nevill Hall 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

This job requires a satisfactory DBS check, children barred list check and occupational health check. Two satisfactory references are also required.

The nature of the post will require a flexible approach to hours of work. There will be a requirement to attend meetings, attend events etc, which take place at evenings and on weekends. The post holder will also be required to volunteer their time for events such as Fun Days organised by Sparkle for four equivalent working days per annum.

Disclosure and Barring Check

This post will result in you having substantial contact with children. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you are required to reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring check to include the children barred list check.

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.

Person Specification

	Essential	Desirable	Indicated by
Qualifications	<ul style="list-style-type: none"> • 2 x GCSE's (grades A-C) or equivalent • 	<ul style="list-style-type: none"> • NVQ Level 2 in Play work or equivalent • Epilepsy Awareness • Entry level qualifications in pre-school, primary, youth work or parental skills • Knowledge of first aid skills 	Application Form
Experience	<ul style="list-style-type: none"> • Experience of working with children/young people with a disability or developmental difficulty • Experience of working in a play club 	<ul style="list-style-type: none"> • Experience of planning children's activities • Experience of managing challenging behaviours. • Experience of working with children with complex care 	Application Form & Interviews

		needs.	
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of Customer Care 		Application Form & Interviews
Professional Skills	<ul style="list-style-type: none"> • Ability to interact with children & young people • Establish good working relationships with staff and volunteers • Able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur • Are polite and courteous at all times, regardless of the situation 		Application Form, Interviews & references
Personal Attributes	<ul style="list-style-type: none"> • Passionate about increasing play opportunities • Motivated • Adopt a friendly, happy, welcoming approach • Excellent Communication skills • Reliable and committed • Organised • Able to work as part of a team • Show empathy, patience and understanding 		Application Form, Interviews & references