Kids Come First

Scottish Charity Organisation 024003

Benarty Community Centre

Flockhouse Avenue

Ballingry

Fife

KY5 8JH

Email: [enquiries@kidscomefirst.org.uk](mailto:enquiries@kidscomefirst.org.uk)

Tel: 0345 155 5555 x406812

Job Title

Relief Playworker

Service: KIDS COME FIRST OUT OF SCHOOL CLUB

Location : Benarty Community Centre

Grade & Salary: Meets living wage criteria according to age

Hours of Work: As when required

Business Hours: Monday – Friday:  Term Time

7.15am - 9.15am Breakfast Club, 2.45pm – 6.00pm After School Club

Monday - Friday:  Holidays & In-service days

7.15am – 6.00pm (Shift patterns apply**)**

**PURPOSE**

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| Supporting the delivery of a broad variety of informal learning opportunities through play and leisure activities for children and young people aged between 5 and 12 years, taking account of Getting it Right First for Every Child (GIRFEC) principles and the Well-being Indicators: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included (SHANARRI). |

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| **Task or Responsibility** – for this role, there is an expectation that all, or a combination of the following will be taken: |  | **Person Specification: Skills, Knowledge, Qualifications or Experience Criteria** can apply to more than one task or responsibility | **E** | **D** |
| Providing full care for children or young people in accordance with individual care plans and developing opportunities for informal learning through play and leisure opportunities, building on learning which has taken place in school or elsewhere, for those attending the service |  | Experience of working with children from 5 to 12 years of age in a play, care or learning environment.  “If you are eligible to register with the SSSC and you do not hold all the required qualifications you can still be granted registration subject to the condition that you **must** achieve the required qualifications within your first period of registration”  Educated to SCGF level 7 which includes HNC or Advanced Highers or equivalent e.g. HNC Childhood Practice or SCVQ3 Playwork  Experience of working with children up to 12 years of age.  Knowledge of SSSC Code of Practice | √  √  √  √ |  |
| Being aware and alert to situations of child neglect and possible abuse and act in accordance with the Child Protection and Inter-agency guidelines. Informing the Childcare Manager of any concerns about individual children and/or staff concerns. |  | Knowledge of Child Protection Policy and Guidance |  | √ |
| Carrying out daily health and safety checks/risk assessments to maintain a safe, secure and friendly environment for the children and dealing with any emergencies, injuries and incidents in accordance with organisational procedures. |  | Manual Handling Training |  | √ |
| Preparing healthy snacks / refreshments inn hygienic surroundings, being aware of food allergies or intolerances and supporting children and young people’s physical health through encouraging a healthy lifestyle and providing nutritional food and drinks. |  | Basic Food Hygiene Certificate |  | √ |
| Observing children at play recording outcomes/targets met, assessing, evaluating play activities and developing new ideas to support child development and enjoyment. |  | Experience in writing reports and completing records | √ |  |
| **Task or Responsibility** – for this role, there is an expectation that all, or a combination of the following will be taken: |  | **Person Specification: Skills, Knowledge, Qualifications or Experience Criteria** can apply to more than one task or responsibility | **E** | **D** |
| Providing support to children who need intimate or personal care and where necessary administering basic first aid as appropriate. There may be a requirement to administer routine and/or emergency medication. |  | First Aid Certificate |  | √ |
| Working in partnership with parents/carers and other professionals. Passing on general information to the parent/carer regarding aspects of the child’s welfare and participation in activities that their child has taken part in. |  | Communication Skills (Take ownership) | √ |  |
| Intervening appropriately where children are display challenging behaviour. |  | Knowledge of de-escalation techniques and restorative approaches. |  | √ |
| Engaging and consulting with children and colleagues planning, preparing, providing and evaluating a variety of stimulating, creative and age/stage appropriate play opportunities and informal learning activities, encouraging outdoor play and accessing nature. |  | Experience of forming good working relationships and working collaboratively in a team (Work Together)  Ability to support children with or without additional support needs | √  √ |  |
| Supporting and promoting practice that reflects the needs and protects the rights of children enabling them choice and freedom to spend their leisure time in their own way, listening to their concerns or worries and acting as an advocate or mediator as appropriate. |  | Knowledge of children’s rights and the experience to promote these in the care setting (Focus on customers)  Counselling skills | √ | √ |
| Maintaining daily registers, children’s records and similar child related information, including accepting payments of fees from parents/carers. |  | Experience of forming good working relationships  Basic IT skills (Embrace technology and information) | √  √ |  |
| Encouraging fair and caring behaviour among the children and staff by promoting anti-discriminatory practice, responding positively to the ethnic, social, cultural and gender differences among the children. |  |  |  |  |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | | |

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| **Types of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check Required** | | | | |
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children | PVG Protected Adults | PVG Both | None |
| Basic Disclosure | Standard Disclosure | Enhanced Disclosure |

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| Please return completed application forms, including photocopies of any requested information, to Kids Come First, Benarty Community Centre, Ballingry, Fife, KY5 8JH or alternatively by email to [manager@kidscomefirst.org.uk](mailto:manager@kidscomefirst.org.uk) |

APPLICATION FORM

**POSTION APPLIED FOR:**

Kids Come First was established in 1996 and caters for children aged 4(P1) —11 years of age. Kids Come First is the longest Voluntary Run After School Club in Fife. The Club has their own room with in Benarty Centre with excellent access to equipment, games and provision to meet every child's needs. The club works in partnership with local organization and undergoes rigorous annual inspection by the Care Inspectorate alongside other authorities.

We actively encourage healthy eating, well -being and social interaction between all children that attend the club.

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| PERSONAL INFORMATION | | | |
| Surname |  | Forename |  |
| Address |  | Postcode |  |
| D.O. B |  | Email |  |
| Landline |  | Mobile |  |

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| QUALIFICATIONS  Please provide supporting documents. | | |
| Dates | School/College | Attainment Gained |
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| EMPLOYMENT HISTORY | Starting with your present job or most recent job, please give a summary of all employment, including any freelance, unpaid or voluntary work relevant to the application. | | |
| Dates | Employer | Position held | Responsibilities |
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| SKILLS, ABILITY AND EXPERIENCE  Outline the skills, abilities and experiences you may have which are relevant to this application. Please complete on separate paper if required. Please provide any supporting documents. |
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| Do you have any restrictions on your right to work in the UK? | |
| Yes /No |  |

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| If you are invited to attend an assessment interview, do you have any special requirements? | |
| Yes /No |  |

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| REFERNCE | |
| (employer or lecturer)  Referee 1  Name  Address  Position Held | (Character reference)  Referee 2  Name  Address  Position Held |

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| --- | --- |
| Are you prepared to allow us to contact the above nominated referee’s? | |
| Yes /No |  |

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| DICLOSURE  Before a formal offer is made Kids Come First will undertake an enhanced disclosure from Disclosure Scotland. If you have a previous disclosure, please give details below. Please provide photocopies of any supporting documents. |
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| SSSC  Please provide details of your registration with SSSC. Please provide photocopies of any supporting documents. |
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| MEDICAL  The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. | |
| Do you have any disabilities? Yes/No |  |
| If Yes, please Specify | |

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| MEDICAL PRACTIONERS DETAILS  Due to Directive from Care Inspectorate if you are offered a position we will need to contact your doctor.  Please provide you doctors details | | | |
| DOCTOR’S NAME: |  | | |
| DOCTORS ADDRESS: |  | | |
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|  |  | Postcode |  |
| Telephone No: |  | | |

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| DECLARATION |
| **By signing below, you agree that any offer of employment is subject to satisfactory references, medical information supplied and enhanced disclosure check.**  **You are agreeing you are physically and mentally fit to work with children in large numbers on a day to day basis and that your GP may be contacted to confirm this declaration.**  **I can confirm that the information supplied by me on all areas of this form is correct at the time of submission.** | |

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| Signature | DATE |
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