



## **JOB DESCRIPTION**

<b>Post Title:</b>	Children Services Playworker
<b>Hours:</b>	As agreed
<b>Accountable to:</b>	Children Service Manager Children's Service Team Leader
<b>Place of Work:</b>	The Old School (STEPS), Shepshed and other venues as required

### **Glebe House Mission:**

**“To provide high quality, person-centred services and information for adults and children with learning disabilities and for those that support them”**

### **Job Summary**

To provide individual and group activities for children which are safe, supportive and fun.

### **Specific Tasks**

1. To share in the planning, setting up and clearing away of appropriate activities and to encourage children's participation.
2. To provide safe, creative and appropriate play opportunities.
3. To ensure that Glebe House's Safeguarding Children Policy and procedures are followed
4. To be the key worker for a small group of children, coordinating and communicating information to the team leader and parents/carers as appropriate.
5. To keep records up to date and ensure registers are kept.

6. To prepare and serve drinks and snacks and to assist children with eating and drinking if required. To tidy and clean up the kitchen and dining areas afterwards.
7. To assist with toileting, changing and freshening up and ensure that hygiene procedures are followed and understood.
8. To adhere to all Health & Safety requirements
9. To attend staff meetings, supervision and appraisal meetings and training as appropriate
10. To undertake any other reasonable task that will help support the Glebe House values of Social Inclusion, being Independent and Person Centred and of promoting Dignity, Equality and Respect.
11. There may be occasions where the support worker may be asked to use a Glebe House vehicle or their own vehicle to access extended work venues, training courses and where risk assessments allow to transport clients to access various activities in the community.

### **Administration Base**

Glebe House, Woodgate Chambers, 70 Woodgate, LOUGHBOROUGH, LE11 2TZ.

### **Terms and Conditions of Service**

The terms and conditions will be listed in the contract supplied upon appointment.

The main duties of the post are as outlined above but these will be subject to review and may be amended according to the needs and development of the service.

**September 2015**