

Beekeepers After School Club And Holiday Play-Scheme Job Application form

Position Applied for _____

Name _____

Address _____

Tel No _____

Mobile _____

E-Mail _____

Age _____

D.O.B _____

Most recent employment full /Part time

Rate of pay you are expecting at the club £ _____ per hour

Education Details previous 3 Years to Date

Previous Experience working with Children

Hobbies and Interests

Please describe what qualities you could offer the children and the club

When are you available for work _____

How many Days are you available to work _____

(term time the club operates from 3-6pm)

Are you available for the holiday play-scheme yes / no

(operates during school holidays from 8am to 6pm on a rota basis)

Names and Addresses of Two Referees which the club may contact

Signed _____ **Date** _____

Thank you for your interest in the Club. Please return the application to:
BeeKeepers After school Club C/o
Red Lion House
Monk Bar Court
York
YO1 7LH

THE BEEKEEPERS AFTER-SCHOOL CLUB

JOB DESCRIPTION – PLAYWORKER

To be responsible to the Play-work Manager and Voluntary Management Committee.

Tasks to assist in the day to day organisation of the Beekeepers Club. This includes:

- 1 To take part in the day to day administration, record keeping and planning of the Club. and its' activities.
- 2 To help instigate child-centred play both individual and group activities in a structured environment and relaxed atmosphere, maintaining overall quality of care.
- 3 To help establish good communications with all parents/carers on a day to day basis regarding their children's welfare.
- 4 To help ensure that the Club's Equal Opportunities Policy is implemented and that careful thought is given to providing an anti-racist and anti-sexist environment.
- 5 To be aware of the needs of ALL children particularly those of ethnic minority groups, with disabilities and special needs.
- 6 To be responsible for the safe and appropriate use of equipment.
- 7 To help implement the Health & Safety Policy of the Club and help to maintain the First Aid box, Accident Book and to administer First Aid as appropriate (if holding the relevant qualification).
- 8 To help keep up to date registration forms, and any other documentation required by the B.K.Club.
- 9 To help ensure that all rules and instructions regarding attendance are adhered to.
- 10 To help maintain the cleanliness and security of the building and to report any problems as soon as possible to the Manager.
- 11 To work within agreed policies and procedures.
- 12 To be responsible to, and liaise regularly with the Manager reporting any difficulties as they are encountered.
- 13 To undertake any training opportunities as and when directed by the Manager.
- 14 Any other duties as required by the B.K Club.