### Job Title

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Senior Playworker</td>
</tr>
<tr>
<td>Line Manager to</td>
<td>None</td>
</tr>
<tr>
<td>Business Function</td>
<td>Operations Team</td>
</tr>
<tr>
<td>Business Operation</td>
<td>Thomley Hall Centre Ltd</td>
</tr>
<tr>
<td>Location</td>
<td>Worminghall</td>
</tr>
<tr>
<td>Number of direct reports</td>
<td>One</td>
</tr>
<tr>
<td>Hours of Work</td>
<td>40 hours per week, Mon – Sun but undertake</td>
</tr>
<tr>
<td></td>
<td>hours to suit business needs as agreed with</td>
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<tr>
<td></td>
<td>Operations Manager</td>
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### Purpose of the role:

To support play and leisure for visitors of all abilities in a challenging but safe and secure environment enabling them to:

- Access numerous indoor and outdoor play activities as well as therapeutic resources
- Meet new friends and have fun
- Feel understood and accepted
- Develop physically and socially
- Gain independence and build self-confidence
- Enjoy a stimulating and creative environment
- Have the freedom to explore and take risks
- Be a positive role model for young people and families

### Essence of the role:

The essence of the role is to work with the Senior Playworker and Activity Coordinators to deliver services that meet the charity’s objects and strategic plan

The Playworker will:

*Contribute to the development and delivery of an ongoing activities programme*

- Provide a high level of customer care skills to deliver a welcoming and supporting environment for disabled people, their families, friends and carers
- Prepare, deliver and recover all day to day workshops and activities for visitors.
- Deliver a varied experience for all visitors that attend Thomley
Essential Skills and Knowledge for the role

Overview
The role will require:

- Assisting in creating and managing the play environment where disabled young people can access a range of resources and be supported by a responsive and adaptable casual staff in their play
- Assisting with the development and planning of activities
- Communicate with staff and parents effectively to ensure the welfare of all young people attending
- Participate in safeguarding, first aid, fire marshal in-house training and induction requirements
- Experience working with children in a play or educational setting
- An aptitude to develop skills and acquire relevant knowledge through training opportunities
- Good interpersonal skills, including the ability to work in a team
- Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc
- DBS check

Accountabilities and Responsibilities

Key Accountabilities

Prepare and supervise play activities

- Specifically plan and deliver physical activities which promote active and healthy lifestyles
- Liaise with the Senior Playworker with planning or delivery of activities on focus days
- Organising, preparing and supervising play work activities, together with play workers and volunteers with responsibility to:
  - Ensure appropriate activities are planned and prepared for term time, school holidays or focus days
  - Prepare activity planners in liaison with the Ops team for publication in the newsletter
  - Prepare topical or seasonal displays around the site, using children’s work where relevant

Support day to day running of the centre

- Work with colleagues as needed to promote play work activities
- Follow the cleaning procedure set by the Service Manager
- Assist in the preparation and running of specialist on-site events
- Partake in community fundraising events

Key Responsibilities

Prepare and supervise play activities

- Prepare and supervise play activities
- Welcome all visitors and support with tours of the centre
- Consult with visitors and incorporate their ideas regarding play activities
- Be responsible for organising, preparing and supervising play work activities, together with play workers and volunteers with responsibility to:
  - Motivate, support and enable visitors of all abilities to participate in indoor and outdoor play activities, offering advice and guidance on the use of all equipment
  - Facilitate and evaluate external project facilitators
  - Encourage free play
- Prepare activities and attend morning briefings to enable the site set up for the day.
- Tidy the centre at the end of each day and clean play areas when necessary
- Be jointly responsible for the safety or well-being of any individual on site alerting the Duty Manager to any arising risk
- Be involved in the day to day maintenance of the site, reporting any broken equipment to the defects book
- Supervise and ensure safe use of indoor and outdoor play areas
• Be aware of legal obligations towards safeguarding children
• Assist in maintaining records such as daily site checks, accident & incident reports etc
• Attend end of day debriefing meetings
• Assist with the smooth operation of the camping pods
## Thomley Hall Centre

### Person Specification

<table>
<thead>
<tr>
<th>Behaviour / Values</th>
<th>Technical / Professional Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thomley</strong></td>
<td><strong>Essential</strong></td>
</tr>
<tr>
<td>Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work</td>
<td>Minimum requirements, Employed in relevant position and hold Level 1 (GCSE A* to D) maths and English or achieve a minimum of Level 1 on Initial Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship’s English and maths minimum requirement is Entry Level 3 or equivalent.</td>
</tr>
<tr>
<td><strong>Responsive – Rely On Us</strong></td>
<td><strong>Experience working with disabled children/young people in a play or activity setting.</strong></td>
</tr>
<tr>
<td>Our staff respond to our visitors requests quickly and efficiently encompassing their needs and ideas</td>
<td>Early years practitioner Level 2 (GCSE) or equivalent</td>
</tr>
<tr>
<td>Always remember - If we don’t look after our visitors someone else will.</td>
<td>Experience working with disabled children/young people in a play or activity setting.</td>
</tr>
<tr>
<td><strong>Under one roof</strong></td>
<td><strong>Competent computer skills with Microsoft Office products and data management systems.</strong></td>
</tr>
<tr>
<td>Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.</td>
<td>Good interpersonal skills, including the ability to work in a team and coordinate a team in the absence of higher management.</td>
</tr>
<tr>
<td><strong>Simple</strong></td>
<td><strong>An aptitude to develop skills and acquire relevant knowledge through training opportunities.</strong></td>
</tr>
<tr>
<td>Our staff make life easy for our visitors at all points of contact within the organization.</td>
<td>An understanding of and a commitment to Equal Opportunities in the workplace.</td>
</tr>
<tr>
<td><strong>Trustworthy</strong></td>
<td><strong>Desired</strong></td>
</tr>
<tr>
<td>Our people always support the families, friends and users in any way possible.</td>
<td>Up to date Safeguarding Trained</td>
</tr>
<tr>
<td>The reputation of Thomley is in the hands of every individual within the organization.</td>
<td>First Aid Trained</td>
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<td></td>
<td>Fire Marshall Trained</td>
</tr>
<tr>
<td></td>
<td>Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.</td>
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</table>