Job Title:	Sparks Play Assistant
Hours:	13.5hrs a week (split over 3 days) 8:45am – 1:15pm
Accountability:	Reporting to the Bookings and Administration Manager
Job Purpose:	To support the day-to-day running of Sparks Play Café (Play Area only), providing a welcoming, safe, clean and stimulating environment where children can play, explore, use their imagination and develop their independence. The Play Assistant will help create a positive and enjoyable experience for children, parents, carers and visitors by encouraging imaginative play, maintaining high standards of cleanliness and safety, and delivering excellent customer service. The role will work closely with the YMCA Coffee Shop to coordinate food and drink orders that are provided by Coffee Shop staff.
Primary Tasks:	1. Prepare and set up the play equipment before each session, ensuring all play areas, equipment and facilities are clean, safe and ready for use in accordance with YMCA policies and procedures. 2. Facilitate the session, ensuring a provide a warm, welcoming, and safe environment for all those attending. Build rapport with children, parents, and guests to ensure a positive experience. 3. Maintain high standards of cleanliness and hygiene throughout the session, regularly checking play areas, equipment and communal spaces. 4. Ensure walkways and play areas remain clear of obstructions and trip hazards. 5. Identify and report any health and safety concerns, accidents, incidents, damaged equipment or maintenance issues promptly, following YMCA procedures. 6. Process food and drink orders from customers and liaise with the YMCA Coffee Shop to ensure orders are communicated and fulfilled efficiently. 7. Close each session and clean, tidy and reset the play café in preparation for the next session, following YMCA procedures. 8. Report any health and safety issues that arise. 9. Provide ideas and recommendations of play zones and assist in the weekly & monthly change ups 10. Monitor attendance and participation, providing feedback and suggestions to the Bookings and Administration Manager to support the ongoing development of the service. 11. Any other duties that are within line with grade and salary.

Experience and Qualifications Required:	1. First aid trained (Desirable) 2. Experience working with children and families in a recreational, educational, or hospitality setting (Desirable) 3. A recognised qualification in childcare (Desirable) The above experience and qualifications are desirable but not essential. Full training for the role will be provided to the most suitable candidate.
I have received a copy of this job description. I understand that my job description may change from time to time depending on the organisational and departmental needs. Any changes will be discussed with me prior to implementation, and I will be issued with a revised job description. ***Sign…… Print Name…… Date……***	