



# Play Worker

## Children's Art Club

Fixed term, freelance position at Forgan Arts Centre in North-East Fife.

This role is suitable for someone with a strong interest in working with children and art education. The Play Worker will support the delivery of our Art Club for Children aged 5-12 years during the Fife school holidays.

Children's Art Club (Spring) is a two-week long holiday club for children with an interest in art and creativity. It takes place Monday-Friday, 9am-3.30pm. The Club is delivered in two one week-long blocks, 1-5 and 8-12 April 2024. We are looking to multiple Play Workers to support and facilitate Children's Art Club.

- Job title:** Play Worker
- Status:** This is a self-employed position.
- Wage:** £120 per day plus expenses.
- Hours:** 8.30am-4.30pm
- Period:** One or two weeks, 1-5 or 8-12 April. We may consider applications for individual days.
- Location:** Forgan Arts Centre, Newport-on-Tay, North-East Fife.

## Description of Role & Duties

Play Workers will support the Lead Artist to deliver creative activities to a group of 24-32 children.

### Duties include:

- Setting up the workspace with the Lead Artists.
- Registering children and their grown up(s) on arrival, ensuring requisite paperwork has been received and signed.
- Registering any access needs, allergies, medication, or other notes about the child that day. Communicating this across the team.
- Welcoming the children to the centre and helping them settle in, store their bags, coats, and lunches.
- Taking children's register.
- Providing children with support throughout the art activities both indoors and out.
- Assisting the Lead Artist.
- Taking part in games with the children both inside and out.
- Helping to maintain a clear working space throughout the activities.
- Preparing snacks and assisting children with their packed lunches.
- Communicating with the children about the activities they'll be doing.
- Moving tables and chairs in-line with activity needs.
- Tidying up at the end of the session.
- Ensuring the safety of the children with Play Workers.



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- Upholding and enacting the centre's safeguarding policy for the care and safety of the children.

## Key experience, interests, and skills:

- A keen interest in art and craft
- Enjoy working with children, especially in groups.
- Enjoy being outdoors.
- Strong communication skills.
- Ability to be adaptable depending on the needs of the group or changes in plans/weather and other factors.
- Experience working with or understanding of additional support needs is desirable but not essential.
- PVG desirable but not essential at time of applying. We can support you in this process.

## Application Process

Applications should be sent to Alana Peden, Centre Coordinator, [alana@forganartscentre.co.uk](mailto:alana@forganartscentre.co.uk), and should comprise:

- A completed application form.
- A CV.

It is not compulsory to complete an Equalities Monitoring Form, but it would help us assess the accessibility of our opportunities. If you're interested in this role and would like more information, please get in touch with Alana. Conversations and questions about your application will not impact how it is assessed and will be confidential.

<b>Advertised:</b>	Monday 22 January
<b>Deadline:</b>	Monday 19 February, midday
<b>Assessment:</b>	Monday 19 – Wednesday 21 February
<b>Invitation to interview:</b>	Thursday 22 February (email)
<b>Interviews:</b>	Tuesday 27 – Wednesday 28 February

Interviews will be informal and via phone or Teams.