

ST ANDREWS PRIMARY SCHOOL – BREAKFAST CLUB

BREAKFAST CLUB – PLAY WORKER

Job details

Play Worker - Before or After School Clubs

Job title:	Breakfast Club Play Worker
Grade:	1B 04
Directly responsible to:	Breakfast Club Play Co-ordinator Governing Body Community Committee
Directly responsible for:	Organisation of before or after school clubs
Primary purpose of the job:	To assist in the day to day organisation of the out of school club(s) and assist in the provision of quality play opportunities

Main duties and responsibilities/accountabilities

1. To provide safe, creative play opportunities, preparing activities, organising the programme etc.
2. To provide full care for the children delivering them safely to their parents or carers. This may include providing refreshments.
3. To take part in the day to day administration, record keeping etc
4. To ensure children are supervised in all areas including the outside area
5. To provide positive and firm control by implementing the club's behaviour policy To encourage play activities
6. To deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the Play Co-ordinator
7. To administer first aid as appropriate recording all details in first aid book
8. To mop up and wipe spillage from the floor surfaces or meal tables and ensure that all areas are left clean and tidy.
9. To encourage child and parental involvement and support
10. To liaise closely with parents, school representatives and other childcare and play related agencies
11. To attend meetings as appropriate
12. To carry out all responsibilities and activities within a equal opportunities framework
13. To work within agreed policies including safeguarding, behaviour management, health and safety and equal opportunities.
14. To deal with all confidential matters with tact and discretion
15. To attend any necessary training

16. To assist the Play Co-ordinator in monitoring and evaluating the effectiveness of the activities provided and make changes where necessary.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Steering Committee will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: September 2026

Prepared/revised by: Head Teacher

Agreed job description signed by holder: