Job Description – Playworker

Main purpose of the job:

To be responsible to the After-School Club Manager under the overall authority of the headteacher, for the supervision of pupils during after school club.

Major Duties and Responsibilities:

KEY AREAS
Supervision of children during after school club activities
Ensuring that hygiene standards are maintained
Ensuring that safety standards are maintained
Ensuring that school behaviour policies and guidelines are followed

Job Activities:

Supervision of Children

To ensure that after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented

Responsibility for the provision of creative and appropriate play opportunities which meet the needs of children with differing abilities.

To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required.

Ensure that all children are treated as individuals regardless of race, culture, gender or disability.

Ensure the safety and accountability of all children at all times.

To prepare and deliver healthy food to the children in a safe and hygienic environment.

To maintain a good and informative rapport with parents.

Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.

To be responsible for ensuring that the building/equipment/material and kept tidy and in good working order.

To ensure the health & safety requirements within the play environment are met at all times.

Be aware of the importance of confidentiality with regard to information which you may have access to concerning children/staff/parent/carers.

To administer first aid as appropriate.

To attend training as required.

Set a positive role model for children.

Any other duties deemed necessary for the safe and efficient running of the club.

Hygiene Standards
To provide refreshments and be aware of food safety hygiene regulations.
Supervise hand washing
Cleaning up spillages

Safety Standards

To deal with minor first aid and sickness etc

Person Specification

Essential	Desirable
Skills, aptitude, knowledge and experience • An understanding of the principles of playwork • A commitment to the provision of high-quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Enthusiasm for consulting with children • Creativity to devise new ideas and engage the children in activities • Experience of working with children.	• Previous experience of play work with children aged 3-11 in a voluntary or paid capacity • Interest in the care, learning and development of young children • An interest in art
Personal qualities • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience, punctuality, reliability and trustworthiness • A positive approach to inclusive practice, with children, parents/carers and colleagues • Enthusiasm for working with children and young people • Supportive of the Schools Ethos	• Good organisational and planning skills • Flexibility/ adaptability • Able to work in small teams
Qualifications • A positive approach to gaining qualifications, and continuous professional development • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • GCSEs or equivalent grade C or above in English and Maths	• Playworker Qualifications or similar • Health & Safety certificate • First Aid certificate • Completion of other relevant courses