



Please note there are 3 job descriptions in this document.

## **JOB DESCRIPTION**

### **PERMANENT PLAYWORKER/LEADER AT BEFORE AND AFTER SCHOOL CLUB**

**REPORTS TO: Anna Griffin**

**Purpose of job: to assist in the day to day running of the out of school club**

#### **Main duties:**

- Taking part in the day to day administration and record keeping.
- To deputise for the owner/manager where required.
- Providing safe, creative, appropriate play opportunities, preparing activities, playing a part in organising the programme, etc.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To assist the owner/manager/staff in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- Providing full care for the children, including: delivering children to school, collecting children from school and delivering them safely to their parents or carers. This will include providing refreshments.
- To support the owner/manager/staff in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- Administering and reporting first aid as appropriate.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- Close liaison with parents, schools and other childcare and play related agencies.
- Attending meetings as appropriate.

- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the owner/manager/staff.
- Carrying out all responsibilities and activities within an equal opportunities framework.

## **Person specification**

### **Essential criteria:**

- A suitable childcare qualification. (NNEB, NVQ level 3 or above in Childcare)
- A demonstrable understanding of good quality childcare
- A commitment to equal opportunities
- Ability to provide safe, creative play
- Ability to stimulate and engage in outdoor play
- Ability to communicate at all levels
- Experience of working with 4 to 11 year olds
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to work as part of a team

### **Desirable criteria:**

- A current paediatric first aid certificate
- Basic food hygiene certification
- Basic Health and safety certificate
- Child Protection Training
- Some experience of administration
- Ability to work on own initiative

## **Child Protection**

As an employer we are committed to safer recruitment and all positions will be subject to a satisfactory enhanced disclosure barring service check and two appropriate written references.



**JOB DESCRIPTION**  
**QUALIFIED PLAYWORKER AT BEFORE AND AFTER SCHOOL CLUB**

**REPORTS TO: Anna Griffin**

**Purpose of job: to assist in the day to day running of the out of school club**

**Main duties:**

- Taking part in the day to day administration and record keeping.
- Providing safe, creative, appropriate play opportunities, playing a part in organising the programme, etc.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To assist the staff in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- Providing full care for the children, including: delivering children to school, collecting children from school and delivering them safely to their parents or carers. This will include providing refreshments.
- To support staff in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To participate in relevant training and development activities
- Administering and reporting first aid as appropriate – where an appropriate qualification is held
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation – where an appropriate qualification is held.
- Attending meetings as appropriate.
- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the owner/manager/staff.
- Carrying out all responsibilities and activities within an equal opportunities framework.

## **Person specification**

### **Essential criteria:**

- A suitable childcare qualification. (NNEB, NVQ level 2 or above in Childcare)
- A demonstrable understanding of good quality childcare
- A commitment to equal opportunities
- Ability to provide safe, creative play
- Ability to stimulate and engage in outdoor play
- Ability to communicate at all levels
- Experience of working with 4 to 11 year olds
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to work as part of a team

### **Desirable, but not essential criteria:**

- A current paediatric first aid certificate
- Basic food hygiene certification
- Basic Health and safety certificate
- Child Protection Training

## **Child Protection**

As an employer we are committed to safer recruitment and all positions will be subject to a satisfactory enhanced disclosure barring service check and two appropriate written references.



**JOB DESCRIPTION**  
**UNQUALIFIED PLAYWORKER AT BEFORE AND AFTER SCHOOL CLUB**

**REPORTS TO: Anna Griffin**

**Purpose of job: to assist in the day to day running of the out of school club**

**Main duties:**

- Providing safe, creative, appropriate play opportunities and preparing activities.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To assist staff in ensuring that children's individual needs are recognized and engaging them in establishing and maintaining boundaries for their behaviour.
- Providing full care for the children, including: delivering children to school, collecting children from school and delivering them safely to their parents or carers. This will include providing refreshments.
- To support staff in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To participate in playwork and other relevant training and development activities.
- Administering and reporting first aid as appropriate – where an appropriate qualification is held.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the owner/manager/staff.
- Carrying out all responsibilities and activities within an equal opportunities framework.

**Person specification**

**Essential criteria:**

- A demonstrable understanding of good quality childcare
- A commitment to equal opportunities
- Ability to provide safe, creative play
- Ability to stimulate and engage in outdoor play
- Ability to communicate at all levels
- Experience of working with 4 to 11 year olds
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to work as part of a team

**Criteria that would set you apart!**

- A current paediatric first aid certificate
- Basic food hygiene certification
- Basic Health and safety certificate
- Child Protection Training

**Child Protection**

As an employer we are committed to safer recruitment and all positions will be subject to a satisfactory enhanced disclosure barring service check and two appropriate written references.