



JOB DESCRIPTION
QUALIFIED PLAYWORKER AT BEFORE AND AFTER SCHOOL CLUB

REPORTS TO: Anna Griffin/Jackie Stanfield (deputy)

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

*full training will be provided

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.