



Job Description

Job Title: Afterschool Club Playworker (Extended School)

Scale: Grade 2

Reporting Arrangements

The post holder will report to the Extended Schools Coordinator and Manager. Apart from team members, the main contacts of the job are with children, parents and managers.

Main Purpose of the Job:

To provide a stable and secure environment for all children using the establishment, which meets their social, emotional, intellectual and physical needs.

To work with other staff, to offer support to parents/carers who are making use of the establishment.

To work as part of team of staff, who collectively contribute to providing positive experiences for young children and their families, in a safe, nurturing and stimulating environment.

Main Duties:

To provide, after-school care for children aged 3-11, including collection from school (as appropriate) until collected by parents/carers.

To provide a stimulating environment through play and other activities, in which all children can interact and develop socially, emotional, intellectually, and physically.

To work as a full member of a team in the operation of the establishment to ensure good practices in relation to childcare are maintained.

To plan and organise individual and group programmes in partnership with children, parents/carer and ensure that all daily activities effectively meet the development needs of the children.



To guide and assist in each child's language development, giving extra help to children with difficulties.

To assist in choosing suitable equipment to provide children with a stimulating environment and the skills to acquire confidence and independence.

To be responsible for ensuring a safe play environment, checking materials and equipment for defects and ensuring that centre users are familiar with the fire drill and evacuation procedure.

To support the children with feeding and toileting if necessary.

To administer basic first aid for minor incidents.

To participate in providing a happy and relaxed environment in which all parents and carers can comfortably involve themselves and be valued and respected.

To support and encourage parents/carers to share in the care and education of their children.

To be aware of child protection procedures and identify to appropriate senior officers children at risk

To participate in training courses and be able to pass on knowledge gained to other staff, parents, students and other relevant people.

To be aware of dietary requirements linked to race, religious or physical conditions.

Other areas of responsibility

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



Safeguarding:

Beaver Road Primary School is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.



Person Specification

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For this job we are looking for:

NVQ Level 2 in Childcare or equivalent or willingness to undertake training.

Practical knowledge of child development and child related issues.

An awareness of the play principals.

Experience of working with children and parents, and planning, initiating, organising and developing play.

Ability to liaise effectively with others involved in working with children across the school.

Ability and willingness to acquire knowledge of relevant legislation and procedures.

To communicate in a helpful and sensitive manner with children and adults.

Ability to identify and meet children's needs both individually and within a group. The ability to record information accurately

Willingness to abide by the School's equal opportunities policies and safeguarding procedures.

Ability to work as part of a team.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships.

Personal commitment to self-development and willingness to attend training.

Personal commitment to excellence in service delivery.

Discretion in dealing with confidential and sensitive issues.

Willingness to be flexible in working arrangements.

Be willing to consent to and apply for an enhanced disclosure to a DBS check

Additional clarification of requirements of the post include:

Afterschool Club Playworker JD & PS – Ref: SE007 – October 2025

Safeguarding

Is responsible for the protection and safeguarding of all children and displays a commitment to this.

Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.

Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

Promoting Equality and Diversity

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage.

Listen to contributions made to service development without prejudice.

Care

Listen and respond to children's needs, seeking out innovative ways of consulting and engaging them.

Network with others to develop services for the benefit of the children.

Developing Self and Others

Be willing to share learning and encourage others to do the same. Coach and mentor others.

Listen to others and respond to their needs. Apply a range of development activities to develop and train staff.

Strives for improvement and take responsibility for own development. Be self-confident and lead by example.