

JOB OUTLINE	
Job Title:	Playworker
Grade:	3
Location:	Barnton Community Nursery and Primary School
Responsible to:	Headteacher
Job Purpose:	The main objectives to be achieved by the Post holder
To support high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the club, including those with special needs. To be responsible for delivery of activities within the provision and leading the general administrative/clerical/financial duties of the club.	
The main responsibilities will include: • Work as a team of play workers to provide a safe, stimulating environment for the children and young people. • Supervise children and young people and plan, organise and prepare creative and appropriate play opportunities for the children. • Work within the policies and procedures in line with the Trust, National Standards for Out of School Care and statutory guidance on Safeguarding Children. • Refer concerns relating to safeguarding following the Trust Safeguarding Policy. • Administer first aid when necessary. • Follow systems that ensure safe arrival and departure of children and young people. • Support the provision of refreshments for the children following Food Hygiene procedures. • Develop good working relationships with other staff within school and within the team of staff working at the club.	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification (or equivalent)	D	A/I
Experience Experience of working with or caring for children of relevant age	D D	A/I/R
Knowledge/skills/abilities Ability to relate well to children Ability to keep records and undertake necessary administration Ability to work as part of a team Ability to manage resources Good communication skills (oral and written) Good numeracy and literacy skills Ability to maintain confidentiality Basic knowledge of First Aid Ability to make effective use of ICT (e.g. Word, Excel) Flexible attitude to work Knowledge of safeguarding requirements Knowledge of Early Years Foundation Stage	E E E E E E E D E D E D D	A/I/R
Other Commitment to Equality and Diversity Commitment to Health and Safety	E E	A/I/R