

JOB OUTLINE	
Job Title:	After-School Playworker
Grade:	2
Location:	Barnton Community Nursery and Primary School
Responsible to:	Headteacher
Job Purpose:	The main objectives to be achieved by the Post holder
<p>To create 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.</p>	
<p>The main responsibilities will include:</p> <ul style="list-style-type: none"> • Supervise children and young people and plan, organise and prepare creative and appropriate play opportunities for the children. • Refer concerns relating to child protection to the relevant professionals in line with Local Safeguarding Children Board procedures • Liaise with parents to create and develop open and inclusive working partnerships which support the development of their children. • Implement systems that ensure safe arrival and departure of children and young people. 	
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)	E	A/I
Experience Experience of working with or caring for children of relevant age Experience of undertaking administrative tasks	E E	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	A/I/R
Other Commitment to Equality and Diversity Commitment to Health and Safety	E E	A/I/R