



<b>JOB TITLE:</b>	Play Worker – Level 3 Qualified
<b>ACCOUNTABLE TO:</b>	Team Leader
<b>GRADE:</b>	SWAN Pay Scale 3, Permanent
<b>WORKING HOURS:</b>	7:15 am to 8:45 am and 2:45pm until 6:00pm, Monday to Friday
<b>DATE:</b>	September 2024

#### JOB PURPOSE

- Support the Breakfast and After School Club Leader with the overall running of the club, ensuring the safety and well-being of all children that attend.
- Supervise and assist children in activities and games whilst encouraging good behaviour in accordance with club policies and procedures, taking into account children’s individual needs.
- Abide by and implement all club policies and procedures, the implementation of play work. principles and the EYFS statutory framework and general childcare requirements.
- Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
- Ensure understanding and appropriate implementation of all the club’s policies and procedures.

#### PRINCIPAL ACCOUNTABILITIES

- Support the Club Leader in providing a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met;
- To liaise with the Club Leader and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded;
- Support children to develop independence in all aspects of the club;
- To have regard to the individual needs of each child who attends the club so they are fully able to participate in the session;
- Encourage children to self-select during snack/tea time, sit at the table with children when required and ensure water is accessible at all times for all ages;
- Take responsibility with other staff members for following the club’s registration and departure procedures;
- Assist with the setting out and clearing up of club equipment and activities;
- Monitor equipment to ensure it is safe for use;
- Maintain a clean environment in relation to health and safety requirements;
- Support the Club Leader to organise resources for the Club and consider any further resource needs and their effective placement with child input;
- Build effective relationships with parents;
- Keep appropriate, accurate and efficient records as requested by the Club Leader to support children’s play and well-being;

#### The Hermitage Infant School

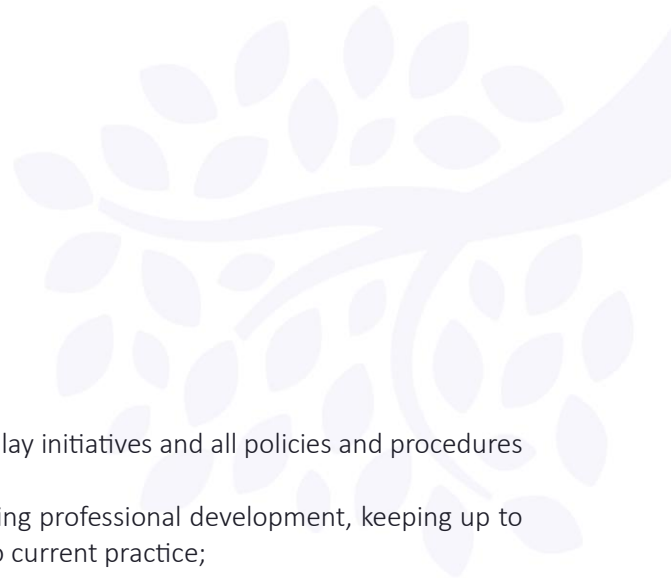
Gorsewood Road, St John’s, Woking, Surrey, GU21 8WT

Tel: 01483 474981 | Email: [infantoffice@hermitage.surrey.sch.uk](mailto:infantoffice@hermitage.surrey.sch.uk)

#### The Hermitage Junior School

Oakwood Road, St John’s, Woking, Surrey, GU21 8UU

Tel: 01483 472047 | Email: [junioroffice@hermitage.surrey.sch.uk](mailto:junioroffice@hermitage.surrey.sch.uk)



- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation;
- Show a strong commitment to attend training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice;
- Participate in and attend meetings which relate to the club's management, administration or organisation including open days or evenings as required;
- Participate in the club's self-evaluation processes including quality assurance toolkits;
- Participate in the supervision and appraisal system of own performance;
- Undertake any other duties as may be reasonably required by the Club Leader.

#### **ADMINISTRATIVE DUTIES**

- Support the Club Leader in preparing activities for lessons including photocopying, laminating etc;
- Organise appropriate resources in support of activities as requested by the Club Leader.

#### **STANDARDS AND QUALITY ASSURANCE**

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- Attend team meetings and INSET days when applicable;
- Develop expertise through staff development opportunities;
- Be proactive in matters relating to health and safety;

#### **OTHER**

- Undertake any other necessary tasks under the direction of the Executive Headteacher, Deputy Headteacher or the Club Leader, which are for the good of the school and those within it.

#### **The Hermitage Infant School**

Gorsewood Road, St John's, Woking, Surrey, GU21 8WT

Tel: 01483 474981 | Email: [infantoffice@hermitage.surrey.sch.uk](mailto:infantoffice@hermitage.surrey.sch.uk)

#### **The Hermitage Junior School**

Oakwood Road, St John's, Woking, Surrey, GU21 8UU

Tel: 01483 472047 | Email: [junioroffice@hermitage.surrey.sch.uk](mailto:junioroffice@hermitage.surrey.sch.uk)