

**Cheshire East Council
HAVANNAH PRIMARY SCHOOL
JOB DESCRIPTION**

JOB TITLE	Out of school club playworker	JOB REF NO	AAAD5101
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1 BASIC JOB PURPOSE

To work as an effective member of an out of school club team delivering a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the club's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

2 MAIN RESPONSIBILITIES

NO		APPROX %
1	Supervise children and young people and prepare creative and appropriate play opportunities for them	64
2	Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the club supervisor	10
3	Assist children with their personal hygiene tasks and at snack time, as appropriate	5
4	Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary	5
5	Clean and tidy the play area at the end of each session	5
6	Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures	1
7	Ensure safe arrival and departure of children and young people.	5
8	Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club	5

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate County Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.

Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year? If NO, go to next section. If YES, please list them and say how frequently they are performed.