

# Out of School Club Play Worker Job Description

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## General Description of Post

To carry out the duties and responsibilities set out within this Job Description. To work as part of a team, demonstrating enthusiasm and commitment and to follow the philosophy and policies of the After-School Club in providing a high quality, effective service for children and parents.

## Duties

1. Provide a safe and caring environment for the children including the delivery/collection of children to/from classrooms and delivering to parents and/or named carers. This will include providing meals/snacks.
2. To assist in the preparation and delivery a range of interesting, challenging and fun activities appropriate to the ages and stages of development of the children.
3. Administering first aid as appropriate.
4. To liaise with parents over the needs and interests of individual children and encourage parents' active involvement and support within the club.
5. Carrying out all responsibilities and activities within an equal opportunities framework.
6. Work within agreed policies and procedures.
7. General cleaning to ensure hygiene conditions.
8. To undertake any other reasonable duties as directed by the Supervisor or Management Committee.
9. To attend meetings as appropriate.
10. To undertake training as required and necessary.

## Out of School Club Play Worker Person Specification

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		Essential / Desirable
1.	An understanding of the EYFS	E
2.	A commitment to equal opportunities in play.	E
3.	Ability to provide safe, creative inclusive play.	E
4.	Ability to communicate at all levels.	E
5.	Experience of working with 4 – 11 year olds.	E
6.	Ability to be flexible in meeting children's individual needs.	E
7.	Ability to use judgement and common sense.	E
8.	Ability to work as part of a team.	E
9.	The ability to ensure safe supervision of the children.	E
10.	Willingness to work towards the NVQ Level 2 Qualification	E
11.	A current first aid certificate.	D
12.	Some experience of administration.	D
13.	Ability to work on own initiative.	D
14.	Childcare qualification and a willingness to undertake further relevant training.	D

**E = Essential**

**D = Desirable**