

**TELFERSCOT PRIMARY SCHOOL
OUT OF SCHOOL CLUBS PLAYWORKER
JOB DESCRIPTION**

The postholder:

- Is responsible to the Extended Schools Manager via the school line management structure, for his/her duties and responsibilities
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school's ethos

Purpose of the Job

- To participate in the delivery of creative learning opportunities in a safe and caring environment
- To assist in providing full care of the children from 3.00pm until the end of the session/until parent pick up as appropriate.

Key Tasks

- Providing safe, creative, appropriate play opportunities, preparing activities and running activities
- Providing full care for the children including collecting children from school and delivering them safely to their parents or carers.
- Preparing and providing refreshments for each session
- Taking part in the day-to-day administration, record keeping, ordering and purchasing of materials and equipment
- Administering first aid as appropriate
- Encouraging parental involvement and support
- Carrying out all responsibilities and activities within an equal opportunities framework
- Working within agreed policies

Person Specification

Essential criteria:

1. An understanding of good quality childcare
2. A commitment to equal opportunities
3. Ability to provide safe, creative play
4. Ability to communicate at all levels
5. Experience of working with 4-11 year olds
6. Ability to meet children's individual needs
7. Ability to use judgement and common sense

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8. Ability to work as part of a team

Desirable Criteria:

1. A current first aid certificate
2. A current Food Hygiene certificate
3. Some experience of administration
4. Ability to work on own initiative
5. Childcare qualification or a willingness to work towards an NVQ in Playwork

Hours of work 3.00pm-6:00pm, 5 days a week, Monday to Friday