



## **JOB DESCRIPTION**

**POST TITLE:** After School Club Play Worker

**RESPONSIBLE TO:** After School Club Manager

**START DATE:** ASAP

**HOURS:** Flexible, Club hours are 2.30 - 6pm, Monday to Friday

**Pay:** £9.30 per hour

### **Purpose of Job**

To provide excellent Play Work opportunities in an after-school childcare provision at St Andrew's Church School in Bath (Ofsted-rated 'good').

### **Principal Duties and Responsibilities**

- To provide creative and appropriate play opportunities and assist with the preparation of activities within a safe caring environment that must meet the needs of children with differing abilities.
  - To contribute to the organisation and preparation of activities to meet the needs of all children attending the club.
  - Ensure that all children are treated as individuals regardless of race, culture, gender or disability.
  - To ensure the safety and accountability of all children at all times.
  - Supervise, observe and monitor the Early Years children as per the EYFS framework.
  - To assist in the day-to-day administration; records/registration/timesheets etc.
  - To maintain a good and informative rapport with parents.
  - To be responsible for ensuring that the building/equipment/materials are kept tidy and in good working order.
  - To work within an equal opportunities framework and agreed policies.
  - To provide refreshments and to be aware of food/safety/hygiene regulations.
  - To attend planning, training and evaluation meetings as requested.
  - To ensure the Health and Safety requirements within the play environment are met at all times.
  - Be aware of the importance of confidentiality/GDPR with regard to information which you may have access to concerning children/staff/parents/carers.
- This list of duties is not exhaustive and the post holder may be asked to carry out other duties through discussion with the line manager