



## **JOB DESCRIPTION**

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

**RESPONSIBLE TO:** After School Club Manager

**START DATE:** September 2021

**HOURS:** 3 sessions - Club hours are 2.15 – 6.15pm, Monday to Friday

**Pay:** £9.50 per hour

### **Purpose of Job**

To provide excellent playwork 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