**Out of School Club**

**Play Worker Job Description**

**Job summary:**
Assist with day to day activities of the club
Provide quality play care within the framework of the club’s policies and procedures

**Line manager:** Club Manager/Deputy

**Responsible for:** Not applicable

**Working relationships:**
Children attending the club and their parents/carers
Management and staff, including students and volunteers
Schools and registering authorities

**Main duties include:**
- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club’s policies and procedures.

**Person specification**

<table>
<thead>
<tr>
<th>Essential qualities</th>
<th>Desirable qualities</th>
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<tbody>
<tr>
<td>• Experience of working with 4 to 11 year olds</td>
<td>• Experience of working within a play-based setting</td>
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<td>• Understanding the varied needs of children and their families</td>
<td>• Experience of administration</td>
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<tr>
<td>• Understanding the issues involved in the delivery of quality play care</td>
<td>• Competent in using IT to support play and club administration</td>
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<td>• Understanding the issues of equal opportunities</td>
<td>• Ability to work on own initiative</td>
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<td>• Provide and facilitate safe and creative play</td>
<td>• Relevant qualification or willingness to work towards this</td>
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<td>• Good communication skills</td>
<td>• Appropriate child protection training</td>
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<td>• Able to work as part of a team</td>
<td>• Current Paediatric First Aid Certificate</td>
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<td>• Sound judgement and common sense</td>
<td>• Food Hygiene Certificate</td>
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<td>• Sufficient understanding and use of English to ensure the well-being of the children*</td>
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*Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*