



## Job Description

### Night Owls After School Club Play Worker

#### Purpose of Post:

To provide a caring, secure environment, through individual attention and group activities, and to organise appropriate range of leisure activities for children between the ages of 3 and 11.

#### Key Areas

Activity Planning;  
Liaison;  
Supervision and Care of Children;  
Direct Playwork.

#### Responsible to:

Senior Leadership Team (SLT)

#### Duties and Responsibilities

##### Activity Planning

1. To provide a safe, creative and appropriate play opportunities for a range of age groups
2. Planning and preparing activities, organising programmes/ themes and arranging equipment;
3. To ensure that all activities are inclusive for all children to take part in;

##### Liaison

1. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
2. To encourage parental involvement and support through the development of effective working relationships;
3. To consult with the children and involve them in the planning of activities.
4. To share good practice with other playworkers as needed.

##### Supervision and care of children

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
2. Ensure that risk assessments are completed prior to commencing activities with children;
3. Ensure that food preparation and handling within the school is carried out within the guidelines of the Food Safety Act 1990;
4. Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements;
5. To deal with cases of unruly or unsocial behaviour by pupils where appropriate by following the school's behaviour policy and/or report the incident to SLT.
6. To report any incidents / causes for concern immediately to SLT.

##### Direct Playwork

1. Plan a wide range of creative and enjoyable activities;
2. Consult with the children in order to plan activities;
3. Ensure that play meets the full range of children's individual and group needs;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;
5. To provide positive and firm control by implementing Abbott's Behaviour policy;
6. To supervise children both indoors and outdoors.
7. Ensure children are collected in strict accordance with Abbott's Child Collection Policy;

**Other**

1. To undertake continuous professional development, including short courses and qualifications relevant to playwork;
2. To promote the aims and objectives of Abbott Community Primary School;
3. To understand and adhere to Abbott Community Primary School policies, procedures and standards at all times;
4. To ensure that Night Owls offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
5. To ensure confidentiality within Abbott Community Primary School at all times;
6. To assist with the preparation and maintenance of materials and equipment and snacks;
7. To take part in the day to day administration, record keeping, order and purchasing supplies;
8. To ensure that any injury or sickness of pupils is reported immediately to the First Aider via our online system. Where appropriate, administer basic first aid and record all details on Medical Tracker. To clean up after sickness of children;
9. To mop up and wipe spillage from the floor surfaces or meal tables and ensure that the eating area is left in a tidy condition;
10. To assist with setting up and clearing away at the beginning and end of each session;
11. Ensure children are collected in strict accordance with the Abbott Community Primary School Child Collection Policy;
12. To ensure that Night Owls offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
13. To participate in activities which fall outside of normal working hours as required, eg. Training, Staff Meetings, fundraising events, etc.
14. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the SLT.

## Playworker - Person Specification:

<b>Essential</b>
<b>Skills, aptitude, knowledge and experience</b> <ul style="list-style-type: none"><li>• An understanding of the principles of playwork</li><li>• A commitment to the provision of high quality childcare</li><li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li><li>• Enthusiasm for consulting with children</li><li>• Creativity to devise new ideas and engage the children in activities</li><li>• Previous experience of playwork with children aged 3-11 in a voluntary or paid capacity</li><li>• Knowledge of the National Standards for the regulation of Out of School provision</li><li>• Knowledge of EYFS</li><li>• Interest in the care, learning and development of young children</li></ul>
<b>Personal qualities</b> <ul style="list-style-type: none"><li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li><li>• Patience, punctuality, reliability and trustworthiness</li><li>• A positive approach to inclusive practice, with children, parents/carers and colleagues</li><li>• Enthusiasm for working with children and young people</li><li>• Good organisational and planning skills</li><li>• Flexibility/ adaptability</li><li>• Able to work in small teams</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• NVQ Level 2 in Childcare or equivalent.</li><li>• A positive approach to continuous professional development</li><li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li><li>• First Aid certificate</li><li>• Completion of other relevant courses</li></ul>

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment