

POST TITLE

Playworker Assistant

Responsible to: Senior Playworker or Headteacher

Job Purpose:

Work under the direction of the Senior Playleader or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the Out of School Club and Holiday Club.

Resources:

Staff	None
Finance	None
Physical	None
Clients	None

Duties and key result areas:

Individually or as part of a team, Include but are not restricted to:-

1. Supervise pupils in the Out of School Club and Holiday Club, playground areas and school premises.
2. Ensure the maintenance of good order and discipline.
3. To assist in the delivery of care and play opportunities appropriate to the needs, interests and developmental stage of each individual child.
4. To help set up and tidy away the after school club resources as required.
To ensure all toys and equipment are clean and safe at all times.
5. To advise the club leader of any concerns, e.g. over children, parents/carers or the safety of equipment, preserving confidentiality etc. as necessary.
6. To undertake statutory training as required and additional training as agreed to ensure best practice is maintained.
7. Deal with accidents and incidents in accordance with school procedures.
8. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Physical requirements:	Continuous standing and walking
Transport requirements:	None
Working patterns:	Variable. Term Time: Monday to Friday, 7.30am to 8.45am & 3pm to 6pm. School Holidays: Monday to Friday, 8am to 6pm
Working conditions:	Occasional exposure to working outdoors.

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Playworker Assistant

ESSENTIAL	DESIRABLE	ASSESS
Knowledge and Qualifications		
A satisfactory Enhanced DBS check which confirms suitability to work with children. Health clearance for role.	A recognised level 2 or above childcare/ playworker qualification or willingness to attain.	

Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment	

Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
A commitment to the provision of high quality childcare		
Patience, punctuality, reliability and trustworthiness		
Enthusiasm for working with children and young people		
Creativity to devise new ideas and engage the children in activities		
Good organisational and planning skills		
Attention to detail with the ability to follow policies and procedures		

Physical, mental and emotional demands		
Ability to work outdoors all year round.		

Motivation		
A commitment to providing a quality service to customers		

Other		

Key to assessment methods:**A** application form**I** interview**R** references,**T** ability tests**Q** personality questionnaire**G** assessed group work**P** presentation**O** others e.g. case studies/ visits