

## Pear Tree Primary School Job Description

### **IMPORTANT**

#### **THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, we will be required to the DBS (Disclosure & Barring Service) which was formerly known as Criminal Records Bureau for an enhanced 'disclosure'.

JOB TITLE: Out of School Club Playworker

EVALUATION REFERENCE: AAAD5101

GRADE: 2

REPORTS TO: Out of School Club Manager/Deputy Manager

### JOB PURPOSE

To work as an effective member of an out of school club team delivering a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the club's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

### PRINCIPAL RESPONSIBILITIES

- 1 Supervise children and young people and prepare creative and appropriate play opportunities for them.
- 2 Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the club supervisor.
- 3 Assist children with their personal hygiene tasks and at snack time, as appropriate.
- 4 Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary.
- 5 Clean and tidy the play area at the end of each session.
- 6 Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures.

- 7 Ensure safe arrival and departure of children and young people.
- 8 Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.