



## **Hanbury CE First School**

### **Playworker Job Description**

#### **Purpose of the Post**

To provide a fun, stimulating and secure environment, with appropriate age related activities for children at our before and after school clubs, which take place either side of the school day.

**Responsible to:** Wraparound Care Supervisor and the Office Manager.

#### **Duties and Responsibilities:**

1. To provide a safe, stimulating, creative and appropriate play opportunities, including planning / preparing activities and arranging resources.
2. Setting up of the play space including moving furniture and equipment.
3. Supervise children during their own play and encourage children to engage in activities with others equally.
4. To undertake any necessary training, including safeguarding at regular intervals.
5. To develop and maintain good relationships and communications with parents.
6. Develop effective working relationships with parents / carers.
7. To consult with the children and involve them in the planning of activities.
8. Ensure that activities are carried out in a safe and responsible manner.
9. To help with club administration as required.
10. To be aware of school policies and procedures and ensure these standards are maintained.
11. To provide refreshments and ensure good standards of hygiene and cleanliness are maintained at all times.
12. Ensure all health and safety standards are met. Report any health and safety concerns to the office manager.
13. To administer first aid, if qualified.
14. Ensure any accidents are recorded correctly following school policies.
15. To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds and different stages of development.
16. To ensure confidentiality of information received.
17. To undertake cleaning duties as required.
18. To be involved in and out of working hours' activities, e.g. Training, staff meetings as required.
19. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head Teacher.

Received by:

Name: ..... Signature: ..... Date: .....