

## BEFORE & AFTER SCHOOL CLUB PLAY WORKER – JOB DESCRIPTION



<b>POST:</b>	Play Worker
<b>GRADE:</b>	Grade 2 £24,413 - £25,185 pro-rata per annum to hours/weeks worked
<b>HOURS OF WORK:</b>	Part time, up to 17.5 hours per week to cover am and pm sessions, plus additional hours as required. Employees working in schools are expected to take their annual leave outside of term time.

### Purpose of the Job

- To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team.
- To be responsible for securing the safety, welfare and good conduct of pupils during the before and after school club sessions in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, School Business Manager and Club Play Leader.
- To assist in the day-to-day organisation of the Before & After School Club and to contribute to providing a safe, caring and stimulating environment for the children.
- Work proactively and effectively either individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

### Main duties

- Assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities, services and facilities designed to meet individual needs, including consultation with children.
- Administer first aid as appropriate.
- Work within appropriate childcare legislation and other relevant legislation.
- Support the safeguarding of pupils and to know and work within the Safeguarding practices within the School.
- Provide full care for the children of school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or carers.
- Assist in the preparation of nutritious and well-balanced snacks.
- Maintain close liaison with the play leader, parents, school and other agencies in matters relating to the children.
- Ensure the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the club's opening hours and for hand over to the school.
- Work flexibly alongside other staff/volunteers, parents or students.
- Provide general care and welfare for the children, including physical care and attention to personal needs. Act as carer for sick children until a parent/guardian collects the sick child. Provide comfort and support to children in distress.
- Participate within meetings or training as appropriate.
- Any other duties and responsibilities within the range of the salary grade.

### **Professional responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range of the salary grade.

Reviewed: January 2026

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Allesley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.

***Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check with effect 1 Sept 22, please note, an online search may form part of this recruitment process.***

## BEFORE & AFTER SCHOOL CLUB PLAY WORKER – PERSON SPECIFICATION

Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding of good quality childcare.</li> <li>• Knowledge of how children play and its relevance to their development. Knowledge of how to promote social/emotional and intellectual development of school aged children and a commitment to and understanding of equal opportunities issues and their application to childcare.</li> <li>• Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.</li> <li>• A commitment to and understanding of equal opportunities issues and their application to childcare.</li> <li>• Understanding of the Children's Act and Guidelines.</li> <li>• Understanding of Child Protection and Safeguarding.</li> <li>• Some knowledge of relevant health and Safety issues.</li> <li>• Understanding of the boundaries of confidentiality.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to provide safe and creative play.</li> <li>• Sensitive to the needs of all children, recognising particular needs regarding gender, ethnic origin and disability.</li> <li>• Capable of motivating children and developing their self-confidence.</li> <li>• Able to provide stimulating activities for school age children.</li> <li>• Assist children in new development, intellectually, socially, physically and emotionally.</li> <li>• Able to communicate effectively at all levels and when receiving information from and explaining information to others.</li> <li>• Able to work within a team or on own initiative.</li> <li>• Able to follow instructions and accept guidance.</li> <li>• Capable of using judgement and common sense.</li> <li>• Sufficiently literate to be able to read to children, keep short records and write short reports, as requested by the Play Leader.</li> <li>• Ability and willingness to undertake tasks such as toilet accidents and cleaning away materials.</li> <li>• Able to learn and change practice in appropriate ways.</li> <li>• Willing to undertake further training.</li> <li>• Ability to undertake patterns of work as determined by the school.</li> <li>• Punctual and able to fulfil duties in a responsible manner.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility and/or previous school experience: (In a primary school – this should be with 3 to 11 year olds.)</li> <li>• Working with other professionals.</li> <li>• Providing support for parents.</li> <li>• Basic administration.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Minimum NVQ 2 or equivalent.</li> <li>• A willingness to participate in in-service training and professional development.</li> <li>• Possession of a current first aid certificate or willingness to undertake training for this qualification.</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>
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