



EARLSDON PRIMARY SCHOOL



Job Description: **Out of School Club Play Worker** **Grade 2**

Responsible to: The Club Leader
Deputy Play Leader

Job Purpose: To assist with the delivery of activities in Earlsdon Primary School's Out of School Club and contribute to providing a safe, caring and stimulating environment for the children.

Duties and Responsibilities

1. To assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment, by providing and participating in a programme of activities, services and facilities designed to meet individual needs including consultation with children.
2. To administer first aid as appropriate.
3. To work within appropriate childcare legislation and other relevant legislation.
4. To work within Earlsdon Primary School policies and procedures.
5. To provide full care for the children of school age, including the hand over of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or carers.
6. To assist in the preparation of nutritious and well balanced snacks.
7. To maintain close liaison with the play leader, parents, the school and other agencies in matters relating to the children.
8. To 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.
9. To work flexibly alongside other staff/volunteers, parents.
10. 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.
11. To assist in the day-to-day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
12. To participate in the delivery of at least two weeks of Holiday Club activities in addition to term time hours.
13. To participate within meetings or training as appropriate.
14. Any other duties and responsibilities within the range of the salary grade.
 - All duties and responsibilities must be carried out with due regard to the Club's Health and Safety Policy.
 - Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Club's Equal Opportunities Policy.
 - Duties that include the processing of any personal data must be undertaken within data protection guidelines.