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| **Post title:** | After School Club Playworker |
| **Grade:** | CD |
| **Responsible to:** | Headteacher |
| **Staff managed:** | None |
| **Directorate:** | |
| **School name:** | Ravensworth CofE Primary School |
| **Job family:** | **E - Education/School** |
| **Date of issue:** | June 2026 |

**Safeguarding Statement**

- The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.
- Enhanced DBS clearance is required for this post

| **Job Purpose:** | **The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.** |
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| **Operational Issues:** | • Maintain a register of children<br>• Prepare and provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards<br>• Prepare and set up room as required<br>• Administer basic first aid as required<br>• Undertake the personal care of children as required, including toileting, dressing, sickness<br>• Ensure the children and young persons are supervised at all times |
| **Communications:** | • Close liaison with parents, colleagues, pupils<br>• Encourage parental involvement and support<br>• Communicate with school staff as appropriate |
| **Resource management/ Buildings and Infrastructure:** | • Assist in the purchase of resources<br>• Ensure the building is safe and secure for the children and young persons at all times<br>• Ensures play equipment and materials are properly used, maintained and stored and report any damages to the School Base Leader |
| **Systems and Information:** | • Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details |
| **Planning and Organising:** | • Plan and provide a variety of safe, creative and appropriate play opportunities<br>• Participate in appraisal, training and other learning activities |

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| **Safeguarding:** | • Responsible for promoting and safeguarding the welfare of the children and young people. |
| **Health and Safety:** | • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.<br>• To work with colleagues and others to maintain health, safety and welfare within the working environment.<br>• Ensure all accidents and emergencies are dealt with according to the policy<br>• Assist in ensuring the safety of all children in the event of a fire/drill or other emergency |

| **Person Specification:** | |
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| **Essential** | **Desirable** |
| **Knowledge and Experience**<br>• An understanding of and commitment to the provision of good quality childcare<br>• An understanding of food hygiene rules<br>• Health & safety knowledge, including lifting and handling and fire prevention<br>• A sound understanding of safeguarding procedures<br>• Knowledge of healthy eating<br>• Some experience of working with children in a play work or educational setting | • Knowledge of school policies and procedures<br>• Knowledge of child development & learning processes |
| **Occupational Skills**<br>• Ability to plan and deliver safe activities relevant to the age of the children<br>• Ability to work on own initiative and use common sense<br>• Ability to communicate effectively with parents and colleagues, verbally and in writing<br>• Ability to maintain confidentiality<br>• Ability to work effectively in a team<br>• Committed to continuing professional development<br>• Emotional resilience<br>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people | • Behaviour management skills<br>• Basic ICT skills |
| **Behaviours**<br>• link | |
| **Professional Qualifications**<br>• Current first aid certificate<br>• Literacy skills for accurate record keeping | • Food Hygiene certificate<br>• Childcare qualification |
| **Other Requirements**<br>• DBS check | |