

Job Description

Post: After School Club Play Worker

Reporting to: After School Club Manager

Job Purpose: **To assist with an after school care provision for children between the ages of 4 and 11. To assist with the co-ordination of all activities within a safe and stimulating environment, out of school hours, in accordance with the clubs policies and procedures and Ofsted regulations.**

Responsibilities / Duties:

* Ensuring the delivery of creative play opportunities in a safe and caring environment for all children
* Providing full care for all children, including supervising collection of children from classes and the safe delivery to parents and/or named carers.
* Providing refreshments and snacks.
* Providing safe, creative, appropriate play opportunities, preparing activities, and support to organise the programme.
* Set out and pack away the equipment, furniture and toys required for the
* club
* To work as a member of the staff team.
* Be aware of any medical conditions of the children in attendance and administer First Aid as appropriate.
* Encouraging parental involvement and support of the club to build effective relationships, ensuring full integration of all children.
* Promoting the club to the local community and leading events to encourage participation of the community and parents.
* Initiating close liaison with parents, schools and other childcare and play-related agencies.
* Attending meetings, as appropriate.
* Carrying out all responsibilities and activities within an equal opportunities framework.
* Working within agreed policies and adhere to OFSTED standards.
* To report all child protection concerns.
* To undertake any training where appropriate.
* Treat as professional confidence any information concerning individuals, gained in the course of working in the club.
* Any other duties as required and negotiated with the Manager or Directors of the Club.