



JOB DESCRIPTION FOR BEFORE & AFTER SCHOOL CLUB PLAY WORKER

Post Details

Job Title:	Before & After School Club Play Worker
Grade:	Grade 3, scp 4
	Location of work: Oughtrington Primary School
Responsible to:	Before & After School Club Leaders/Head Teacher/Governors
Hours of Duty:	Dependant on sessions, a combination of sessions could be considered. Term time only Morning hours will be 7.30am-9.00am Afternoon hours will be 3.00pm-6.00pm
Primary Purpose & Scope of the Job:	To provide appropriate play and learning activities in a safe, caring environment

Working Relationships

Oughty Owls Club colleagues, Head Teacher, pupils and parents

Key Tasks and Accountabilities

- The post holder must carry out the duties with full regard to the School's Performance Plan, Equality and Diversity Policy and Health & Safety Policy
- Be responsible for promoting and safeguarding the welfare of the children that you will work with
- Prepare and serve breakfasts and/or afternoon snacks as required
- Cleaning of food preparation areas, equipment etc
- Assist the supervisors with register procedures
- Work within the school club policies and procedures
- Ensure children are delivered to/collected safely from their classroom or designated point, promptly
- Keep school staff and parents informed of any relevant information passed on, either verbally or in writing
- To carry out all duties with due regard to confidentiality and data protection regulations
- The post holder is responsible for the safeguarding and promoting the welfare of children
- To undertake such additional duties as are reasonably commensurate with the level of the post

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.