



## **JOB DESCRIPTION**

**Job Title:** Playworker

**Reports to:** Deputy Manager or in their absence Senior Playworker.

### **Job Summary:**

1. Assist with day to day organisation of the club.
2. Provision of play within club policies and procedures.

### **Qualifications:**

Minimum Level 2 in Playwork or equivalent (as appropriate to the business needs of the Kids' Club and Holiday Club)

First Aid

Safeguarding

### **Principal Duties:**

1. Assist the Deputy Manager/Senior Playworker to plan, prepare and provide creative and appropriate play opportunities in a safe and caring environment.
2. Provide full care for the children including delivery and collection of children from classrooms and the safe delivery to parents and/or named carers.
3. Assist the Deputy Manager/Senior Playworker to ensure that refreshments are provided and meet the required standards of hygiene, health and safety.
4. Consult with children and involve them in the planning of activities.
5. Contribute to the carrying out of administrative tasks and financial procedures, record keeping, ordering and purchasing in accordance with club systems.
6. Administer first aid as appropriate if you hold a current paediatric first aid certificate
7. Encourage parental involvement and support for the club.
8. Contribute to good communication with all members of the organisation and with the wider community including parents, schools, and childcare and play related agencies.
9. Undertake training which may be required by the registering authority and to contribute to professional development.
10. Monitor and maintain a healthy, safe and secure working environment.

11. Carry out all responsibilities and activities within an equal opportunities framework.
12. Work within agreed policies.
13. Participate in an annual performance appraisal and to attend staff meetings.
14. To undertake other duties as may become necessary to ensure the successful running of the club.
15. To record and inform the Deputy Manager/Senior Playworker and parents of any incidents or accidents relating to their child that have occurred during the session.

### **Working Relationships:**

Children and their parents/carers who use the club.

Leadership Team

Staff team including casual staff and volunteers

Relevant individuals and organisations which may include schools, childcare and play related organisations, registering authorities, funders.

Revised by: Julie Horn, Playwork Manager, Emily Featherstone Company Secretary and Sandra Morris Leadership Team

Date: March 2022