****

|  |  |  |
| --- | --- | --- |
| **Post Details**  |  |  |
| Job Title:  |  | After School Club Play Worker  |
| Grade:  |   | Grade 3 (point 4-5) |
| Location of work: |  | Meadowside Community Primary and Nursery School |
| Responsible to:  |   | After School Club LeaderHead Teacher/Governors  |
|   |   |  |
| Hours of Duty:  |   | 10 hours per week, term time only. |
|   |   | (Five afternoons each week – 3.20 – 5.20 pm) |
|   |   |  |
| Scope of the Job:  |   | To provide appropriate play and learning activities in a safe, caring environment |
|   |   |  |

**JOB DESCRIPTION FOR AFTER SCHOOL CLUB PLAY WORKER**

**Working Relationships**

Extended Provision Club colleagues, Head Teacher, pupils and parents

# Key Tasks and Responsibilities

* The post holder must carry out the duties will 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 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.