

**JOB DESCRIPTION**

# Job Title: Rickleton Primary After School Play Worker

**Responsible to:** Head teacher/ After School Supervisor

**Purpose of Job:**

To work under the direction of the After School Supervisor to assist in providing a high quality childcare and development for children aged 3–11 years, working as part of a team, developing good relationships with parents and carers

**Main Duties:**

1 To assist in ensuring the environment is safe, happy and children feel supported in fulfilling their individual potential.

1. To work with the school’s policies and practices ensuring a good quality standard of care within Ofsted standards.
2. To help plan, resource and lead safe, creative and stimulating play activities to meet the needs of children aged between 3 and 11 years of age.
3. To assist in the supervision of children at all times providing support, guidance and clear boundaries for behaviour in line with the school’s behaviour policy.
4. To endeavour to meet the individual needs of all the children attending the club and to help provide a warm and caring environment.
5. To take responsibility for groups of children in activities as an individual or supported by other team members.
6. Work as a member of a team and share with other members of the team relevant information.
7. To be able to work flexibly.
8. To re-appraise professional performance and to participate in training courses.
9. Prepare balanced snacks including fruit and vegetables in a kitchen environment that will be provided to the children.
10. To develop good relationships with parents and to ensure individual needs are met.
11. To have an understanding of child protection issues and liaise with the designated child protection lead and special needs co-ordinator should an area of concern arise.
12. To participate in meetings as required.
13. To administer first aid as appropriate and to keep records of any accident or incident.
14. To work supportively with the supervisor/manager.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.

**This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.**