



## **Before & After School Club/Playscheme (“the Club”) Job Description**

**Job Title:** L3 Playworker  
**Responsible to:** Manager and Deputy Manager (whilst working at the Before & After School Club (“Club”) and the Playscheme Co-ordinator whilst working at a Holiday Playscheme)

### **Job Purpose:**

- To assist with the provision of a quality childcare service.
- To assist with the co-ordination of all activities within a safe and stimulating environment, out of school hours, in accordance with the Club’s policies, the EYFS Framework and the Childcare Act 2006/Children’s Act 2004.

### **Responsibilities and Duties:**

- 1 To work as a member of the staff team.
- 2 To contribute to the provision of a safe, structured, caring and creative environment for children, including bringing to the attention of your Line Manager any areas of concern relating to the welfare of children and health and safety.
- 3 To assist in the development of the Club’s policies and procedures and assist in the planning and preparation of a programme of activities.
- 4 To assist in the provision of full care for the children including school collection, refreshments, first aid etc.
- 5 To contribute towards Quality Assurance Standards and certification.
- 6 To assist with liaison with school, management committee and parents.
- 7 To set out and clear away equipment.
- 8 To carry out all responsibilities and activities within the scope of the Club’s policies and procedures, in particular, those relating to Health & Safety, Child Protection and Confidentiality.
- 9 To attend meetings and training sessions, as appropriate.
- 10 To undertake any such duties as may become necessary to ensure the successful running of the Club.

***Please note that this position is subject to a satisfactory enhanced criminal records certificate from the Criminal Records Bureau. If an unfavourable certificate is received, Park Hall Community Association has the right to bring this employment to an end immediately.***