



Ely St John's Community Room  
St John's Road  
Ely, Cambs  
CB6 3BW

## Job Description Playworker

**Responsible to:** Manager / Deputy manager

**Purpose of the job:** To work as part of the out of school club team under the direction of the manager / deputy manager / co-ordinator. To provide quality play and care within the framework of the club's policies and procedures. Work within the team to create a happy environment for the children each day providing a safe place for the children.

**Safeguarding requirement:** Kids Club Ely Ltd is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### **Main duties:**

1. Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
2. To help to set up for the daily programme, to help tidy away at the end of the session, undertake duties in line with the daily rotas, ensuring all areas are left clean and tidy.
3. Planning, preparing and delivering quality play opportunities within a safe and caring environment offering a range of activities to stimulate and support children's intellectual, physical, social and emotional development. Consulting with children and involving them in planning activities.
4. Providing nutritious and healthy refreshments and ensuring that hygiene, health and safety standards are met.
5. To work in partnership with parents/carers and other family members.
6. To work in partnership with all staff members, adhering to the staff code of conduct at all times.
7. To act as a role model and in a responsible manner towards children at all times.
8. To advise the manager or deputy manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
9. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.

10. To ensure that children are kept safe and that you understand when to follow child protection procedures.
11. To actively participate at team meetings, supervision meetings and appraisal meetings.
12. To attend training courses as required and to take responsibility for personal development.
13. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
14. To be aware of and adhere to all the settings operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
15. To administer any minor first aid as required adhering the first aid policy.
16. To be responsible, with other team members, for ensuring that play resources and equipment are properly used, maintained and stored and for reporting any worn or damaged resources.
17. To ensure that comprehensive records are kept and updated regularly.
18. To promote the setting to current parents and potential customers.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**