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| <b>Job Title</b>                | After School Club Playworker |
| <b>Location</b>                 | Bowhill Primary School       |
| <b>Reporting to (job title)</b> | After School Club Managers   |
| <b>Service/Section/School</b>   | Bowhill Primary School       |
| <b>Grade</b>                    | NJC Grade B                  |

### **Job Purpose:**

To assist with day to day activities of the club. Provide quality play care within the framework of the club's policies and procedures.

### **Working Relationships**

Children attending the club and their parents/carers. Management and staff, including students and volunteers. Schools and registering authorities.

### **Main duties and responsibilities:**

- Assist with the planning, preparation and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
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- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

**Structure Chart**

