



Job description: Assistant Playworker

RESPONSIBLE TO:

After School Club Playwork Leader

JOB PURPOSE: To assist with the day-to-day running of St Mary's After School Care. To work with children aged 4-11 years in a constructive play based care provision.

SUMMARY OF RESPONSIBILITIES AND KEY DUTIES

- To be able to support the provision of creative and appropriate play opportunities, preparation of activities, organisation of programme etc, within a safe caring environment that must meet the needs of children with differing abilities.
- To contribute to the organisation of programmes and preparation of activities to meet needs of all children attending the scheme.
- To collect and accompany children walking from a neighbouring school.
- Ensure that all children are treated as individuals regardless of race, culture, gender or disability.
- To ensure the safety and accountability of all children at all times.
- To maintain a good and informative rapport with parents.
- To be responsible for ensuring that the building/equipment/materials are kept tidy and in good working order.
- To work within an equal opportunities framework and agreed policies.
- To administer First Aid as appropriate.
- To provide refreshments as required and to be aware of food/safety/hygiene regulations.
- To attend planning, training and evaluation meetings as required.
- To ensure the Health and Safety requirements within the play environment are met at all times.
- To undertake such other appropriate duties as may be assigned.
- To undertake training as requested.
- Be aware of the importance of confidentiality with regard information which you may have access to concerning children/staff/parents/carers.

Archdiocese of Westminster



St Mary's Catholic Primary School

Person specification: Assistant Playworker

Essential	Desirable
Qualifications <ul style="list-style-type: none">• A positive approach to gaining qualifications, and continuous professional development• A good understanding of the importance of Health & Safety and Food Hygiene in the workplace• GCSEs or equivalent grade C or above in English and Maths	<ul style="list-style-type: none">• NVQ 2 in Playwork or Childcare and Education• First Aid certificate• A food hygiene certificate, or willingness to obtain one
Skills, aptitude, knowledge and experience <ul style="list-style-type: none">• Previous experience of play work with children aged 4-11 in a Care or education setting• A commitment to the provision of high quality childcare• An understanding of the principles of playwork• A positive approach to learning and gaining new skills through teamwork and training opportunities	<ul style="list-style-type: none">• Interest in the care, learning and development of young children• Creativity to devise new ideas and engage the children in activities
Personal qualities <ul style="list-style-type: none">• Excellent communication skills, with children, colleagues, and parents/carers.• Patience, punctuality, reliability and trustworthiness• Enthusiasm for working with children and young people	<ul style="list-style-type: none">• Flexibility/ adaptability• Able to work in small teams

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
