



**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**

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

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Postholder's signature:**

\_\_\_\_\_

**Date:**

---