

JOB DESCRIPTION

School: Generic		Is this description a generic JD? Yes
GRADE: G3		JEM Number: 01-184F Enhanced DBS Required? Yes
JOB TITLE: Playworker		
REPORTS TO : Head teacher (manager of Kids' Club)		
1.	PURPOSE OF JOB: To assist the coordinator in the day to day organisation of the out of school kids' club for 4-11 year olds.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i.	Providing full care for the children including the safe delivery to parents and or named carers. This will include providing refreshments.
	ii.	Providing safe, creative, appropriate play opportunities, preparing activities, organizing the programme and so on.
	iii.	Taking part in day-to-day administration, record keeping, ordering and purchasing materials and equipment.
	iv.	Administering first aid as appropriate
	v	Encouraging parental involvement and support of the club
	vi	Close liaison with parents, school and other childcare and play related agencies.
	vii	Attending meetings as appropriate
	viii	Carrying out all responsibilities and activities within an equal opportunities framework
	ix	Undertake staff training as required
3.	MANAGEMENT OF PEOPLE Not applicable SUPERVISION OF PEOPLE No supervisory responsibility	

4.	CREATIVITY AND INNOVATION Work is generally governed by set procedures requiring day to day creative skills in dealing with routine problems. Creativity is required in planning activities for children to choose from. Queries of a complex nature may be referred to line manager
5.	CONTACTS AND RELATIONSHIPS Interaction with Manager, employees, children and parents/carers
6.	DECISIONS
	a) Discretion Work is carried out within clearly defined rules and procedures and decisions are made from a range of established alternatives
	b) Consequences Child centred and impacts on Kids' Club only
7.	RESOURCES Some responsibility for the play resources and school property, and responsibility for unlocking, locking and alarm setting of the premises
8.	WORK ENVIRONMENT
	a) Work Demands Interruptions are intrinsic to the role but cause no major change to the overall task
	b) Physical Demands Moving tables and chairs and play equipment
	c) Working Conditions Subject to a moderate amount of noise. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.
	d) Work Context Regular contact with pupils and parents/carers, may experience very occasional abuse or aggression
9.	KNOWLEDGE AND SKILLS No formal qualifications are required. Demonstrable experience of appropriate interaction with children
10.	GENERAL
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.			
Guidance on the completion of this JD is available from your Directorate HR Adviser.			