Post: Out of School Club Playworker

Reporting to: Out of School Club Manager

Required for two terms (in the first instance) from 03.01.2023 – 20.07.2023

Hours of work: daily – 7.15am – 8.45am; 2.45pm – 5.30pm

Salary – Scale Point 3 - £20,812 (pro rata)

Job Purpose:

To assist with out-of-school care provision for children between the ages of 4 and 11. To assist with the co-ordination of all activities within a safe and stimulating environment, out of school hours, in accordance with the club’s policies and procedures.

Responsibilities / Duties:

• Providing safe, creative play opportunities for children

• Assisting and providing care for the children

• Administration of first aid as appropriate

• Set out and pack away the equipment, furniture and toys required for the club

• Keep the storage areas tidy and ensuring toys and equipment are not

damaged adhering to the school’s Health and Safety Policy

• Liaising with parents, carers and staff from Poulton St Chad’s CE Primary

School and any other relevant parties as required

• Assisting in the development of policies, procedures and assisting in the

planning and preparation of a programme of activities

• To work as a member of the staff team, maintaining professional conduct at

all times

• Attending meetings as required

• To undertake any training as deemed necessary

• To report all child protection concerns to the Designated Safeguarding Lead

• To carry out all responsibilities and duties within the clubs Equal

Opportunities policy

• To undertake any other duties as may become necessary to ensure the

successful running of the Breakfast/After School Club, under the direction of

club management

• Be willing to take professional development and be an enthusiastic member

of the team.

If you are interested in this post, or you would like further information, please contact our Bursar on 01253-883639, or email [bursar@poultonstchadsce.lancs.sch.uk](mailto:bursar@poultonstchadsce.lancs.sch.uk)

If you would like to apply for this post, please complete the form on the website and send it to [s.shrewsbury@poultonstchadsce.lancs.sch.uk](mailto:s.shrewsbury@poultonstchadsce.lancs.sch.uk)

Interviews will be held on Monday 19th December, during the afternoon.