

## Job Description

Designation of Post	Out of School Club Unqualified Playcare Worker	Grade:	Band B
Responsible to	Co-ordinator, School Business Manager, Headteacher		
Immediate Subordinates			

**Job Purpose :** To assist with the running of the Before & After School Club, Holiday Club.

### **Duties**

#### On a Daily Basis under the direction of a Play Worker

1. Co-ordinate with the Play Worker to deliver a daily programme of activities for the children.
2. Ensure the delivery of creative play opportunities in a safe and caring environment.
3. Work with all the other staff to prepare activities for the children.
4. Provide full care for the children including:
  - collecting infant children from their classes;
  - providing children with refreshments on arrival at the club;
  - ensure all children are actively engaged in some activity;
  - encourage all children to rotate through activities;
  - liaise with school staff regarding children attending the club.
5. Administer first aid as appropriate.
6. Encourage parental involvement and support of the club.
7. Initiate close liaison with parents, schools and other childcare and play related agencies including Early Years Development and Childcare Partnership.
8. Work within agreed policies.
9. Agree to In-Service Training (INSET).
10. Take responsibility with other staff members for following the club's registration and departure procedure.
11. Take responsibility for the Health and Safety, Accident Prevention and smooth running of emergency procedures for both children and other members of staff.

#### On a Regular Basis

- Take part in staff meetings and planning meetings.
- Take part in staff training, and to take responsibility for keeping your own qualifications up to date, e.g. first aid, food hygiene.
- To be willing to undertake a playwork qualification.

#### On an Occasional Basis

- Network with Play Workers from other clubs.

### Relationships

The play worker will be required:

- to work in a team with the other Play Workers;
- to liaise with Business Manager, Senior Leadership Team, Teachers and Teaching Assistants as required;
- to liaise with the caretaker or cleaning staff as required;
- to meet Play Workers from other clubs and play settings during training or network meetings to share good practice.

### Other information

- Enhanced Disclosure and Barring Service (DBS) check, identity checks and references will be required.

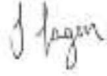
**NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by: Liscard Primary School, Withens Lane, Liscard, Wirral, CH45 7NQ

Signed by Headteacher:



Date: 15<sup>th</sup> October 2025