

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Out of School Playworker
Grade:	Grade 3
Accountable To:	After School Club Manager / Play Team Leader / Headteacher
Location:	School-based Out of School Club
Hours of Duty:	Term-time only (3:00 PM – 6:00 PM) + approx. 20 full days during school holidays
Job Purpose:	To assist in providing a caring, secure, and stimulating environment through the planning, preparation, and delivery of high-quality play opportunities that meet the physical, emotional, and social needs of children aged 5–11.

Main Duties and Responsibilities

- Plan, organise, and deliver a diverse range of safe, creative, and inclusive play opportunities (including sports, arts, crafts, and games) suited to various age groups.
- Ensure the safety, welfare, and high standards of supervision for all children at all times, maintaining accurate records of attendance and whereabouts.
- Assist in the coordination, preparation, and serving of healthy, nutritious snacks and refreshments, complying strictly with food hygiene regulations.
- Maintain a clean, tidy, and welcoming club environment, ensuring indoor and outdoor play spaces are safe prior to sessions and appropriately restored afterwards.
- Administer basic or paediatric first aid as required and ensure accurate logging of all medical incidents.
- Develop and maintain excellent communication and positive relationships with children, parents, carers, and school staff to support children's welfare.
- Engage directly with children's play cues, supporting individual developmental needs and promoting positive behavior management.
- Uphold and strictly adhere to all school policies and statutory guidelines, particularly regarding Safeguarding and Child Protection, Reporting Concerns, and Health & Safety.

Person Specification

Criteria / Attribute	Essential	Desirable
Qualifications & Training	• Sufficient standard of literacy and numeracy to complete club logs. • Willingness to complete standard safeguarding and first aid training.	• NVQ Level 2 or 3 in Childcare, Playwork, or equivalent. • Valid Paediatric First Aid Certificate. • Food Hygiene Certificate.
Experience	• Experience working with children aged 5 to 11 in a structured or play setting.	• Experience working within an out-of-school club environment or school framework.
Skills & Competencies	• Excellent communication skills to connect with children and parents. • Ability to work productively within a small team. • Competence to use initiative and create a fun atmosphere.	• Understanding of basic IT tools to support administrative tasks and registers.
Knowledge	• Understanding the basic physical, emotional, and social needs of young children. • Awareness of equal opportunities and inclusive play.	• Familiarity with local safeguarding board guidelines and childcare legislation.