



The Coombes CE Primary School

Sunflower Club Play Worker

JOB DESCRIPTION

Job Summary

Assist with the day to day activities of the club in providing a caring, secure environment, through individual attention and group activities within the framework of the club's policies and procedures

Salary: Grade 2, SP 3

Contract type: Casual or Fixed Term, Part Time, Term Time.

Scope

- Financial Accountabilities – None
- Staff Responsibilities – None
- Management of Physical Assets – None

Summary of Main Contacts

- Children attending the club and their parents/carers
- Club Staff and Trustees/Governors

Main duties include –

- Prepare for and deliver planned quality play opportunities within a safe and caring environment for KS1 & KS2 children
- Supervise pupils in their play
- Help promote pupil good behaviour
- Prepare and provide refreshments guided by the Club Supervisor, ensuring hygiene and health and safety standards are met
- Set up and clear away activities, toys, tables, chairs, cutlery etc
- Washing dishes, cutlery, containers etc
- Cleaning floor, surfaces, cupboards, tables, toys and equipment
- Administering first aid when necessary
- Undertaking appropriate and relevant training to include safeguarding and first aid
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder

This job description sets out the duties of the post at time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the club as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed