



## **Job Description**

### **Higher Lane Out of School Club Unqualified Playworker**

#### **Job Purpose:**

To assist in the day to day organisation of the Out of School Club.

#### **Responsible To:**

The Managers and the Head Teacher of Higher Lane Primary School.

#### **Main Duties and responsibilities:**

- To take part in the day to day administration, record keeping, and the ordering and purchasing of materials and equipment.
- The provision of safe, creative, appropriate play opportunities, preparation of activities and organisation of programme etc.
- Provide full care for the children including delivery of children to and from their class and their safe delivery to parent/guardians.
- Preparing, serving and clearing away snacks and refreshments.
- Administering first aid as appropriate.
- Encouraging parental involvement and support.
- Close liaison with parent, school and other childcare and play related agencies.
- Attend meetings as appropriate.
- Carry out all responsibilities and activities within an equal opportunities framework.
- To work within agreed policies.
- To undertake any other duties as commensurate with the level of responsibility of the post.
- To attend training courses as appropriate.