

HALTON COMMUNITY COMBINED SCHOOL

JOB DESCRIPTION SUMMARY

**Halton Before and After
School Club (HBASC):**

Playworker

Pay range:

BCC Pay Scale Range 1B

Responsible To:

The HBASC Supervisor/Head teacher

Primary Purpose:

To assist in the day to day running of the Breakfast and After School Club, providing out of school care and activities for children aged 4 to 11 years in a safe and stimulating environment.

Main Duties and Responsibilities:

- To assist the HBASC supervisor in planning, running and supervising a wide variety of stimulating activities, complying with health and safety requirements and ensuring the implementation of the Club's Equal Opportunities policy at all times.
- To assist the supervisor in maintaining the accuracy of the HBASC booking system and receive and record arrivals and departures in accordance with the Club's policies.
- Provide first aid when necessary, and complete written, signed records of any incidents or accidents of which parents should be informed.
- To assist the supervisor in the promotion of the Club's activities and encourage new membership.
- To complete appropriate training as identified by the supervisor/head teacher.
- To assist the supervisor to monitor the condition of the premises and equipment, and ensure the premises are used in consideration for other users.
- To implement the Club's behaviour policy, child protection policy and all other policies and procedures.
- To undertake other duties as may become necessary and agreed with the supervisor/ head teacher.
- To be aware of Buckinghamshire Council's aims, organisational values and behaviours and their impact on this post.
- To participate in the school's performance management processes.
- To carry out the duties of the post in accordance with the Council's diversity policy.
- To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the school and with Bucks CC in health and safety matters.
- To work pro-rata on INSET days at the headteacher's discretion to assist with cleaning/tidying/planning for the club (hours to be worked re. time in-lieu for early finish at end of autumn/spring/summer terms)

This job description will be supplemented by annual targets, which will be developed in conjunction with the post holder. It will be subject to regular review and the head teacher reserves the right to amend or add to the duties listed.

Signed _____ Date _____