



## **JOB DESCRIPTION**

*The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Job Title:** **PLAYWORKER**

**Grade:** 3

**Purpose of Job:** To assist in the running and daily organisation of our successful, safe and stimulating After School Club.

### **SPECIFIC DUTIES**

- Support and work as a team player to ensure daily sessions are run efficiently.
- Take responsibility for the care and welfare of the children.
- Plan and lead a variety of different arts, crafts, and sports activities.
- Adhere to the relevant processes and procedures whilst children are in your care.
- Follow Ofsted EYFS guidelines where appropriate.
- Support and supervise the children.
- To carry out daily duties such as setting up and clearing resources away at the end of daily sessions, registration, and any other associated duties as required.
- To ensure the safety and cleanliness of equipment.

### **Supporting the School**

- Be aware of, and comply with, policies and procedures, eg child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.

### **Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### **Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.