



Assistant Playworker Job Description

Job summary: Assist with day to day management of the club
Line manager: [Compliance and Development Officers](#)
Responsible for: Assist with organising the arts and craft activities at clubs
Working relationships: Children attending the club and their parents or carers
 Club management, club staff and volunteers
 Schools and registering authorities

Hours:

Main duties include:

- To work collaboratively with the Active8 Minds team onsite.
- To ensure all the creative resources are available to all children
- To Assist the lead playworker/manager with general duties
- To ensure all children have fun and are engaged with the activities
- Ensure all activities are risk assessed and adhere to company policies and procedures
- Ensure children have access to regular refreshments and ensure that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Facilitating good communication with all members of the organisation, parents, schools and childcare and play related agencies.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> ● Experience of working with 4 to 11 year olds ● Experience of administration ● Understanding the varied needs of children ● To be inclusive and understand equal opportunities ● Provide and facilitate safe and creative activities ● Good communication skills ● Ability to work as a team member and demonstrate leadership skills ● Sound judgement and common sense ● Sufficient understanding and use of English to ensure the well-being of the children* 	<ul style="list-style-type: none"> ● Level 2 or 3 in childcare or similar ● Experience of working within a play-based setting or school environment ● Competent in using IT to support play and club administration ● Ability to work on own initiative ● Appropriate child protection training ● Current 12-hour Paediatric First Aid Certificate ● Food Hygiene Certificate ● Full drivers licence and access to a vehicle

* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017