



## Playworker Job Description

**Job summary:** Help with day to day management of the club  
**Line manager:** Garath Plow/Fiona Townsend  
**Responsible for:** 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 activities have been appropriately planned and all resources are available
- 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"> <li>● Experience of working with 4 to 11 year olds</li> <li>● Experience of administration</li> <li>● Understanding the varied needs of children</li> <li>● To be inclusive and understand equal opportunities</li> <li>● Provide and facilitate safe and creative activities</li> <li>● Good communication skills</li> <li>● Ability to work as a team member and demonstrate leadership skills</li> <li>● Sound judgement and common sense</li> <li>● Sufficient understanding and use of English to ensure the well-being of the children*</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working within a play-based setting or school environment</li> <li>● Childcare level 2 or 3 or similar qualification</li> <li>● Competent in using IT to support play and club administration</li> <li>● Ability to work on own initiative</li> <li>● Appropriate child protection training</li> <li>● Current 12-hour Paediatric First Aid Certificate</li> <li>● Food Hygiene Certificate</li> <li>● Full drivers licence and access to a vehicle</li> </ul>

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