



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: After School Play Worker

School: St Mary the Virgin, Hartfield

Grade: [Single Status 2](#)

Responsible to: After School Club Coordinator

Responsible for: being part of the team delivering the school's after school provision

Purpose of the Role:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

To assist in the day to day organisation of the out of school clubs and assist in the provision of quality play opportunities

Key tasks:

1. Provide safe, creative play opportunities, preparing activities, organising the programme etc.
2. Provide full care for the children. This may include providing refreshments.
3. Provide positive and firm control by implementing the school discipline/behaviour policy.
4. Deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or club co-ordinator.
5. Ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children
6. Mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
7. Take part in the day to day administration, record keeping, ordering and purchasing materials and equipment.

8. Liaise closely with parents, school representatives and other childcare and play related agencies.
9. Check that all pupils are registered into the club at the end of the school day, and have been collected and taken off-site at the end of the club time.

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to provide and facilitate safe, creative play
- Ability to work as part of a team
- Ability to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents, carers and other professionals
- Ability to converse at ease with customer and provide advice in accurate spoken English
- Ability to establish a rapport with pupils and their parents
- Ability to meet children's individual needs, including those with special educational needs
- An understanding of good quality childcare and of children's development
- A knowledge and understanding of the Health and Safety regulations within the school
- Experience of working with children
- A personal commitment to equal opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Ability to work on own initiative
- A current First Aid certificate
- Level 2 or 3 Childcare qualification
- Basic knowledge of Paediatric First Aid
- Experience of administration

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	No
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	Yes
Exposure to blood /body fluids	Yes