



**Job Title:** Play Worker

**Responsible to:** Play Leader

**Job Purpose:** To ensure the safety and welfare of the children who come to the Club

**Job Duties:**

1. To help plan and set up activities
2. To assist in the Club, helping to ensure its smooth and reliable operation
3. To help ensure that the arrival and departure of children is properly recorded and monitored
4. To be part of the team of staff providing a safe, stimulating environment for the children, with creative and appropriate play opportunities
5. To assist in ensuring the safety of all those children at the Club in the event of a fire/drill or other emergency
6. To assist in the preparation and serving of foods taking into account the principles of a balanced diet and varied cultural and ethnic backgrounds
7. To assist with the purchase of foods if requested
8. To act in a responsible manner towards children at all times
9. To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Play Leader.
10. To ensure that the areas used by the Club are left tidy and clean
11. If qualified, to administer or supervise any first aid as required and appropriate
12. To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing
13. To attend meetings and undertake training as appropriate
14. To undertake any other reasonable duties as directed by the Play Leader or the Headteacher
15. To promote the safety and wellbeing of pupils in accordance with the school's safeguarding and child protection policies.

*Shirley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
All appointments are conditional and subject to an enhanced DBS check.*