Job Description

Position Title	**Playworker (Out of School) Reception and above**		
Location	On school site		
Reporting to	Governing Body		
Position Number(s)	1		
Grade	B		
Directorate/Section/School	Bradley Barton Primary School		
Effective date of JD	1st September 2025	**JE Job Number**	1235

Job Purpose including main duties and responsibilities:

Job Purpose:
To assist the Playleader in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children.

Main Duties & Responsibilities:
Activity Planning

- To provide a safe, creative and appropriate play opportunities for a range of age groups
- Preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in.

Liaison

- To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
- To encourage parental involvement and support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.
- To share good practice with other Playworkers as needed, including membership to local Play Forums;
- To work with and gain support from Devon County Council's Early Years and Childcare Service
- Liaise with Designated Safeguarding Officer (DSO) as appropriate

Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that food preparation and handling within the Setting is carried out within the guidelines of the Food Safety Act 1990;
- Where food is provided, to ensure that it is wholesome and nutritious in accordance

with recommended dietary requirements and that food preparation/ handling is carried out within the guidelines of relevant legislation Ensure that children's behaviour is managed in a suitable manner

Direct Playwork

- Support the team in planning a wide range of creative, stimulating, appropriate and fun activities;
- Consult with the children in order to plan activities they are interested in;
- Ensure that play meets the full range of children's individual and group needs;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish

Premises

- To ensure good standards of hygiene and cleanliness are maintained at all times;
- Ensure secure access is maintained at all times
- Ensure suitable registering processes are maintained at the start and the end of the day

Other

- To undertake continuous professional development, including short courses and qualifications relevant to playwork;
- To promote the aims and objectives of the Setting;
- To understand and adhere to Setting policies, procedures and standards at all times;
- To ensure the Setting offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
- To assist with the preparation and maintenance of materials and equipment;
- Recording accidents in the accident book;
- Ensure children are collected in strict accordance with the Setting's Child Collection Policy;
- To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
- To ensure confidentially within the Setting at all times;
- To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Playleader.

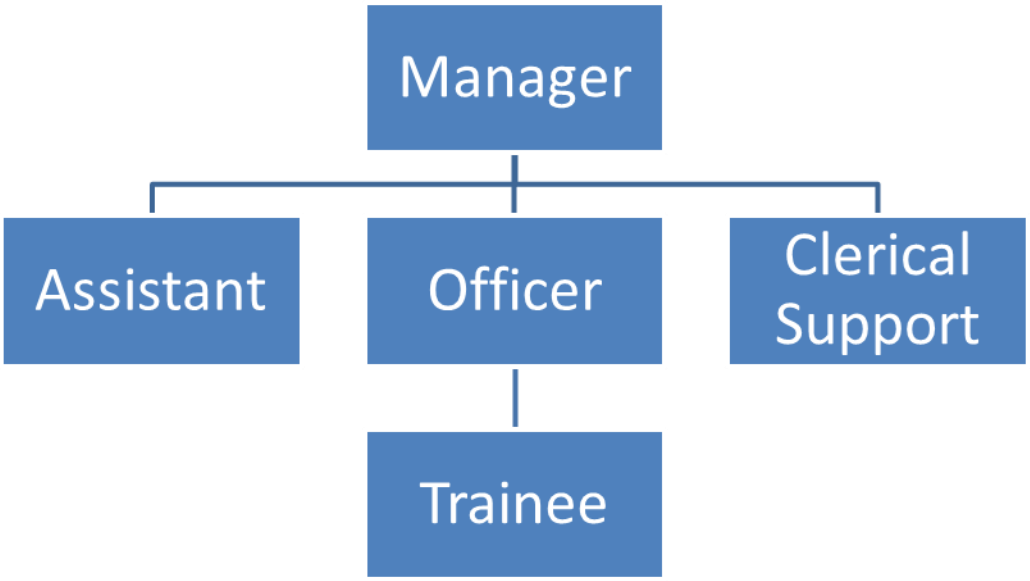
Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people	• N/A	• Knowledge of the National Standards for the regulation of Out of School provision • Ability to deputise in Manager's absence	• Interview
Experience	• An understanding of the basic principles of playwork	• Previous experience of playwork with children in a voluntary or paid capacity	• Interview • Work Trial • Application form
Practical Skills	• Creativity to devise new ideas and engage the children in activities • Ability to engage with children, and promote confidence and participation	• Good organisational and planning skills	• Work Trial • Interview
Communication	• Ability to communicate effectively with children, parents, carers and other agencies • Sufficient command of the English language to ensure the welfare and safety of children	• Ability to deputise in Playleader's absence, communicating with Management, (committee, board of governors)	• Interview
Personal Qualities	• A commitment to the provision of high quality childcare • Enthusiasm for consulting with children • Excellent communication skills, with children, colleagues, parents/carers. • Patience, punctuality,	• Interest in the care, learning and development of children and young people • Flexibility/ adaptability • Able to work in small teams • Vigilance to ensure safety and security	• Application form • Interview

	reliability and trustworthiness • Enthusiasm for working with children and young people • A positive approach to gaining further qualifications, and continuous professional development • A positive approach to learning and gaining new skills through teamwork and training opportunities	of children and staff at all times	
Strategic Thinking	• N/A	• N/A	
Technology / IT Skills	• Understand safe working practice using IT	• N/A	•
Education and Training	• Ability to demonstrate competence at Level 2 • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	• Completion of a recognised Level 2 full and relevant qualification • Health & Safety certificate • First Aid certificate • Completion of other relevant courses	• Application form • Interview
Equal Opportunities	° Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		° Demonstrate knowledge at Interview
Physical	° Able to carry out the duties of the post with reasonable adjustments where necessary.		° OH1
Other relevant factors	° Commit and conform to DCC Customer Service Standards.		°

Structure chart – to be completed in all cases by the manager with the job description and person specification

Sample Structure chart



1. Supervision / Management of People:

This role has no supervisory or management duties, unless they are required to deputise in the absence of the Leader.

2. Creativity and Innovation:

Working as part of a team, the post holder will have opportunities to exercise considerable creativity, eg. developing new activities for children to take part in. This might be a new art project, devising outdoor games, or a leading a cookery session. All team members would be expected to contribute in this way to maintain a varied and interesting menu of activities for the children to experience and learn new skills from.

3. Contacts & Relationships:

Regular contact with the Early Years & Childcare staff. Regular contact with Governing Body/ Management Committee. Daily contact with the service users – children attending the out of school provision and with parents, carers and community members.

4. Decisions – Discretion:

Under the supervision of the Playleader, this post assumes daily responsibility for:

- the practicalities of keeping the children safe and secure, in line with the club's policies, as agreed by the Governing Body
- ensuring that, on a basic level, the Ofsted minimum standards are being met during the course of activities being delivered in the setting (club), as instructed by the Playleader.

5. Decisions – Consequences:

This role reports to the Playleader and as such, all decisions would be made in agreement with the Line Manager.

6. Resources:

This post does not manage or control any resources.

7. Work Demands:

The post holder must adhere to and uphold the Ofsted minimum standards at all times, as instructed by the Playleader, and in line with the club's policies. Periods during which an inspection is due usually result in all staff being under increased pressure and potentially having to work to deadlines.

8. Physical Demands:

The role involves working directly with children aged broadly between 4-14 years old. The nature of the work can be physically challenging, as a range of activities including outdoor play should be available for children to access where possible. Lifting and carrying of play equipment, and bending and clearing away after messy play are all part of this role.

9. Working Conditions:

The majority of the role would be based indoors, but where possible, outdoor play should be offered to children, and would result in the Playworker supervising such activities when they occur.

10. Work Context:

A full risk assessment of the site would have been conducted by the school/ Board of Governors. In addition, the post holder would be advised to attend a Manual Handling course to ensure that safe practice for lifting and carrying equipment is used at all times.

11. Knowledge and Skills:

Essential	Desirable
Skills, aptitude, knowledge and experience • An understanding of the principles of playwork • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Enthusiasm for consulting with children • Creativity to devise new ideas and engage the children in activities	• Previous experience of playwork with children aged 4-14 in a voluntary or paid capacity • Knowledge of the National Standards for the regulation of Out of School provision • Interest in the care, learning and development of children and young people
Personal qualities • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience, punctuality, reliability and trustworthiness • A positive approach to inclusive practice, with children, parents/carers and colleagues • Enthusiasm for working with children and young people	• Good organisational and planning skills • Flexibility/ adaptability • Able to work in small teams
Qualifications • A positive approach to gaining further qualifications, and continuous professional development • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	• Completion of a recognised Level 2 Playwork qualification, or be working towards completion • Health & Safety certificate • First Aid certificate • Completion of other relevant courses

Job GLPC profile

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

I, the manager, confirm this is a true and accurate reflection of the job. This job description has been written in conjunction with the post holder (where applicable) who is aware that the post is being submitted for evaluation.

Job Description agreed by:

Job Holder (if in place):_____**Date:**_____

Line/Originating Manager:_____ **Date:**_____

Head of Service/Head teacher_____ **Date:**_____