Position Title	Senior Playworker (Out of School)		
Reporting to	Head of School		
School	Feniton C of E Primary School		
Effective date	January 2027		
Grade	D	**Job Number**	G.1623-1

Job Purpose:

To take day-to-day responsibility for the running of the Out-of-school childcare provision.

Main Duties & Responsibilities:

- co-ordinating the provision of a caring, safe, secure and stimulating environment in the out-of-school childcare
- Oversee systems to ensure records and payments are up to date and any other admin duties as required
- meeting/exceeding the minimum requirements as set nationally by
- planning a varied menu of appropriate play activities for
- Supervising staff and volunteers, including ensuring they are supported in order to offer the highest quality provision
- To ensure confidentiality of information received

Safeguarding

- Undertaking the role of the Designated Safeguarding Officer (DSO) for the Out of School Club setting in liaison with the DSO for the School
- Ensure all staff are appropriately trained as required
- Ensure staff policies and procedures are up to date
- Attend meetings as appropriate
- Be aware of and follow procedures and guidance outlined by the Devon Safeguarding Children's Board (DSCB)
- Ensure all safeguarding documentation is recorded, stored, and shared appropriately
- Provide support and guidance to staff regarding safeguarding supervision
- Ensure safer recruitment procedures are followed appropriately to ensure that no individual unsuitable to work with children has unsupervised access

Staff Supervision

- Daily supervision of play workers and volunteers
- To support new staff through induction
- Overseeing planning sessions and cascading appropriate training and development information;
- Liaise with the school management team as appropriate

Activity Planning

- Direct the provision of safe, creative and appropriate play opportunities for children Oversee planning sessions with staff team to ensure a planned approach to club

sessions, including allocation of resources, and liaison with parents/carers about themes as necessary;
- To ensure Playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in;
- To liaise with the school to support themes of learning within the Out of School Club.

Liaison
- To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
- To encourage parental involvement and support through the development of effective working relationships;
- To ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
- To consult with the children and involve them in the planning of activities;
- To encourage a close partnership with the school and other related agencies;
- To share good practice with other staff and volunteers as needed;
- To work with and gain support from Devon County Council's Early Years and Childcare Service

Supervision and care of children
- Ensure correct ratios are maintained to keep children safe from harm
- Oversee students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff;
- Ensure that all activities are carried out in a safe and responsible manner in accordance with the statutory guidance, e.g. Health and Safety
- 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 risk assessments are completed prior to commencing activities with children. Ensure that children's behaviour is managed in a suitable manner

Direct Playwork
- Ensure that a wide range of creative and enjoyable activities are offered;
- Within the school, coordinating the availability and ascertaining the suitability of play resources, ensuring school management informed of any particular requirements
- Oversee the planning of a wide range of creative and enjoyable activities, in conjunction with other out-of-school childcare provision staff and volunteers, and in consultation with the children;
- 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;
- To be responsible for the maintenance of Health and Safety standards appropriate for the needs of the children and staff within the setting;
- To ensure premises include overall floor space and outdoor space; and that equipment is safe and suitable

- 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 promote the aims and objectives of the school, and use as a guide for daily activities;
- To contribute towards the revision of School Policies and Practices, as required by the Governing Body;
- To ensure that all staff understand and adhere to School policies, procedures and standards at all times, including use of the Accident Book and Complaints Log;
- To ensure the School offers a high standard of physical and emotional care;
- To oversee the preparation and maintenance of resources, eg. materials, equipment;
- To ensure the School is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;;
- To promote the School within the local community;
- To support staff in their continuous professional development, including short courses and qualifications
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people	• Ability to oversee the club on a daily basis, with support and providing regular feedback to the Headteacher • A commitment to the provision of high quality childcare • Ability to ensure minimum standards are maintained,	• Experience in overseeing playworkers and volunteers • Proven ability to oversee a successful playwork setting • Experience in working within a school setting	Application form/ Interview
Experience	• Previous experience in a playwork environment, working with school-aged children in a voluntary or paid capacity • Knowledge of the relevant statutory legislation for the regulation of playwork provision	• Previous experience in a supervisory role, within a playwork environment • Knowledge and understanding of the Playwork Principles	Application form/ Interview/ Practical Assessment
Practical Skills	• Multi-tasking • Creativity to devise new ideas and engage the children in activities • Effective consultation with children		Application form/ Interview
Communication	• Ability to delegate tasks to team members as appropriate • Planning and cascading training to staff • Open communication with staff, working with the Headteacher to ensure consistently high levels of staff morale and motivation • Partnership working with parents / carers and other agencies • Sufficient command of the English language to ensure the welfare and safety of children		Application form/ Interview
Personal Qualities	• Excellent communication skills, with children, colleagues, advisors and parents/carers • Patience, punctuality, reliability and trustworthiness • Enthusiasm for working with children and young people • Good organisational, record keeping and planning skills • Creativity in the provision of a stimulating and safe environment for the children • Enthusiasm for consulting with children	• Able to support and encourage other playworkers and volunteers • Able to work in small team • Flexibility/ adaptability • Interest in the care, learning and development of children and young people	Application form/ Interview
Strategic Thinking	• Ability to contribute towards developments and improvements to setting		Application form/ Interview
Technology / IT Skills	• Ability to use technology to maintain records, research items on the internet as needed and correspond with parents and carers • Using safeguarding practice	• Knowledge of safeguarding organisations • Understanding how use of technology can improve children's	Application form/ Interview

		outcomes • Understanding safeguarding protocols – safe use of IT	
Education and Training	• A full and relevant level 3 qualification, or the ability to demonstrate competence at level 3 and a full and relevant level 2 qualification • Knowledge of the importance of Health & Safety and Food Hygiene in the workplace • Current First Aid certificate • Safeguarding Level 3 or ability to work towards	• Health & Safety certificate • A positive approach to learning and gaining new skills through teamwork and training opportunities • A positive approach to gaining further qualifications • Completion of other relevant courses • Full and relevant Level 3 qualification • Paediatric First Aid or Emergency Paediatric First Aid	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.		

1. Supervision and Management:

This role takes day-to-day responsibility for aspects of supervising a small team of Play Workers. This post involves, but does not hold ultimate responsibility for, recruiting staff, conducting appraisals or resolving complex grievance and disciplinary issues, as this is handled by the Head teacher/Governing Body. However, it does take responsibility for referring to the Head teacher all issues arising from day-to-day supervision of the staff team. The Head teacher remains responsible for key issues such as safeguarding and health and safety. All key decisions relating to supervision and management would require input from the Headteacher. This post also includes the role of Designated Safeguarding Officer.

2. Creativity and Innovation:

This post will be responsible for motivating and working as part of a team, ensuring that a wide and varied range of creative activities is available for children to access. This will involve creatively generating new ideas for activities and experiences to meet the needs of the children in the Club on a regular basis. This may also include managing and risk assessing outdoor play opportunities as applicable. The Senior Play worker must ensure that all team members contribute towards maintaining a varied and interesting menu of activities for the children to experience and learn new skills from.

The post-holder, alongside other team members, will work to actively promote both the out-of-school childcare provision, as well as the school itself, to the wider community. This may require taking part in school or community events and creatively marketing the service as directed by Headteacher.

3. Contacts & Relationships:

Daily contact with the service users – children attending the breakfast club; this may require dealing with contentious and/or sensitive issues, especially from service users (parents and children) as directed by Headteacher. Daily contact with staff, volunteers, Headteacher and parents, carers and community members. Termly/ As needed contact with DCC Early Years & Childcare staff, and other outside agencies as directed by Headteacher.

4. Decisions – Discretion:

This role would be expected to ensure that on a daily basis, the club meets or exceeds the minimum requirements regulated by Ofsted, for the provision of Out of school care. Ofsted inspect on an approximate three-year cycle linked to the school's inspection. Little or no notice is given which means that high standards must be maintained at all time. Working with the Head teacher and Senior Management Team, the Senior Play worker must maintain these standards on a daily basis.

- Other duties which the post holder may assume daily responsibility under the overall management of the Headteacher include:
- the overall day-to-day quality of childcare provided within the after school club in accordance with pre-set policies, procedures and standards
- enforcing policies and procedures as agreed by the school and Head Teacher/Senior Management Team e.g. Lost Child policy
- the achievement of positive Ofsted outcomes are being met at all times
- Overseeing other out-of-school childcare provision staff, , including salaried part-time staff, students and volunteer helpers
- ensuring children accessing services at the club are kept safe and secure, in line with School policies

- daily communication with Head Teacher over appropriate issues such as the security of premises, staff access to training, suitability and selection of new resources, etc
- The post holder makes direct daily practical decisions about matters such as how the Ofsted requirements for after-school care will be met.

5. Decisions – Consequences:

Though under the overall supervision of the Headteacher, the post holder makes direct daily decisions about matters such as how the Ofsted requirements for after-school care will be met or how particular activities might be adapted to the needs of an individual child. Thus, the Senior Playworker may directly impact the quality of care experienced by an individual child and his/her family.

Additionally, through the postholder's support of other out-of-school childcare provision staff members and enforcement of policies and procedures as instructed by Headteacher, the overall service quality could be effected. Management decisions such as recruitment, disciplining or dismissing staff as well as all financial decision making would be handled by the school/ Head Teacher/ Governing Body.

6. Resources:

With support and input from the Head teacher, this post controls the use and allocation of resources within the out-of-school childcare provision e.g. indoor and outdoor play equipment, and would be responsible for its secure storage each day, reporting any loss or damage to the school administration and/or Head Teacher. Overall responsibility for all equipment and resources rests with the Headteacher and/or designated member of school staff. Responsibility for securing the school site as a whole would rest with the school caretaker.

7. Work Demands:

The post holder must promote and uphold the Ofsted minimum requirements for after-school club provision at all times, and takes responsibility on a daily basis that these are being met. Inspections should coincide with the school Ofsted inspection process, and therefore little or no notice is given. Like all work with children, work demands can vary and there will often be interruptions or disruption to routine (a child becoming ill, a parent running late) but these are typically of a routine nature and covered within the policies and procedures of the school.

8. Physical Demands:

The role involves working directly with children aged broadly between 3-14 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 play are all daily 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 Senior Playworker supervising such activities when they occur.

Where necessary, the postholder may be required to provide some personal care for an individual child or ensure such personal care is provided by another out-of-school childcare provision worker. The postholder may be required to administer first aid in the event of an accident.

10. Work Context:

A full risk assessment of the site would have been conducted by the school. 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.

The postholder will have regular contact with service users and their parents/carers, which may require dealing on occasion with contentious and/or sensitive issues, until they are referred to the Headteacher or under the instruction of the Headteacher.

11. Knowledge and Skills:

Knowledge:

- Knowledge of the relevant Ofsted requirements for the regulation of playwork provision
- Knowledge of Playwork Principles
- A knowledge of inclusive practice, with reference to children, parents/carers and colleagues
- Knowledge of the importance of Health & Safety and Food Hygiene in the workplace (may be evidenced by Health & Safety Certificate, First Aid qualification, etc.)
- Knowledge of Safeguarding (to equivalent of Level 2) and policies and procedures within the school context

Skills:

- Excellent communication skills, with children, colleagues, advisors and parents/carers
- Creativity in both the provision of a stimulating and safe environment for the children and in devising new ideas and approaches in order engage the children in activities;
- Good organisational, record keeping and planning skills

Health & Safety:

Potential Hazards	**Applicable to this job? (✓)**	**Action to be taken**	***Examples* of action to be taken (this list is not exhaustive)**
Display Screen Equipment			*Conduct regular workstation assessments through Oshens software*
Electricity – fixed / portable			*Ensure PAT[1] certificates are up-to-date*
Manual handling			*Ensure J/H attends appropriate training*
Verbal / physical abuse			*Ensure J/H is familiar with appropriate policies & procedures*
Work equipment			*Ensure J/H is familiar with all equipment and its proper usage and maintenance*
Fire			*Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)*
Environmental			*Wear appropriate PPE[2]*
Isolation / lone-working			*Ensure J/H is familiar with appropriate policies & procedures*
Slips, trips & falls			*Ensure J/H is familiar with appropriate policies & procedures*
Chemical			*Ensure J/H is familiar with appropriate policies & procedures and wears PPE if required*
Working with Vulnerable persons			*Ensure J/H is familiar with appropriate policies & procedures*
Premises related			*Ensure J/H is familiar with appropriate policies & procedures*
Transport risks			*Ensure J/H is familiar with operation of vehicle(s) and safety procedures*
Working at heights			*Ensure J/H wears appropriate PPE and follows safe system of work*
Other hazards not identified above			*Deal with on an individual basis,*

[1] Portable appliance test
[2] Personal protective equipment

Signatures – to be completed in the event of a regrading claim:

Job Description agreed by:

Line/Originating Manager:

Name:_____ **Signature:**_____ **Date:**_____

Head of Service/Head teacher:

Name:_____ **Signature:**_____ **Date:**_____

Effective date of revised JD (in the event of a regarding claim):

Date:_____