

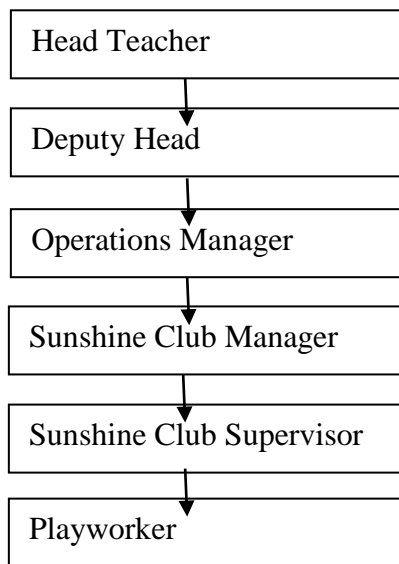


## Sunflower Club PLAYWORKER Job Description

### Job Summary

- Assist with the day to day activities of the club in providing a caring, secure environment, through individual attention and group activities within the framework of the club's policies and procedures

### Organisation chart



### Scope

- Financial Accountabilities – None
- Staff Responsibilities – None
- Management of Physical Assets – None

### Summary of Main Contacts

- Children attending the club and their parents/carers
- Club Staff and Trustees/Governors



THE COOMBES CE PRIMARY SCHOOL School Road, Arborfield, Reading, Berkshire RG2 9NX  
Tel. 0118 9760751 Email. [sunflowerclub@coombes.wokingham.sch.uk](mailto:sunflowerclub@coombes.wokingham.sch.uk)  
Website: [www.thecoombes.com](http://www.thecoombes.com)



**Main duties include –**

- Prepare for and deliver planned quality play opportunities within a safe and caring environment for KS1 & KS2 children
- Supervise pupils in their play
- Help promote pupil good behaviour
- Prepare and provide refreshments guided by the Club Supervisor, ensuring hygiene and health and safety standards are met
- Set up and clear away activities, toys, tables, chairs, cutlery etc
- Washing dishes, cutlery, containers etc
- Cleaning floor, surfaces, cupboards, tables, toys and equipment
- Administering first aid when necessary
- Undertaking appropriate and relevant training to include safeguarding and first aid
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder

**Person Specification**

Knowledge/Qualifications	Required	Preferred – training may be given
Communication Skills	✓	
Ability to handle kitchen equipment in a safe manner		✓
Health & Safety awareness		✓
Willing to take basic Food Hygiene Certificate	✓	
Literate & Numerate– GCSE Standard		✓
Knowledge of strategies which help promote good behaviour & discipline		✓
NVQ 3		✓
Skills/Abilities	Required	Preferred – training may be given
Present food and drinks in an attractive manner		✓
Ensure correct portion control		✓
Monitor and be responsive to pupil learning and behaviour, by making adjustment/supervised activities		✓
Monitor and be responsive to pupil personal needs and communications	✓	
Skills/Abilities	Required	Preferred – training may be given
Experience in a school, nursery or play club setting		✓



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Headteacher: Mr Luke Henderson