



JOB DESCRIPTION

Play Worker (Wrap Around Care Assistant) (NIGHT OWLS)

Purpose of Role :

The Wrap-Around Care Assistant is responsible for the delivery of safe, creative, appropriate activities and the general welfare of pupils in our After School Club “Night Owls” and to advise their line manager of any concerns over children / child protection/ parents and/or carers preserving confidentiality at all times

Responsibilities:

- Taking a register and ensuring that all the children booked into the club are present and are up to date with payments.
- Ensuring the safe arrival to and from the club from their classrooms.
- Ensuring safe delivery from and to their parent / carer before and after clubs.
- Planning and preparation of safe, creative, appropriate activities, in a fun and caring environment.
- Keeping children safe and minimising risk of the clubs’ environment including doing daily risk assessments.
- Preparing and serving of snack / refreshments for the children ensuring that hygiene, health and safety measures are met.
- Being aware of any allergies that the children attending may have.
- Administering and recording first aid.
- Being responsible for setting the room up for the daily activities and aiding with the care and cleanliness of the room and equipment, including tidying the room at the end of the sessions.
- Positive management of children’s behaviour.
- Adhering to the policies and procedures in place at Ditton Primary School.
- Ensure that any safeguarding incidents are reported appropriately.
- To engage in safeguarding training and first aid training when required.