

Brookhurst Primary School

Job Description

October 2025

Post Held: Play Worker

Salary Scale: Band B – 38 Weeks, Term Time Only

Weekly Hours: 3.15pm – 5.15pm Monday – Thursday

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Key Role/Functions

To work under the instruction/guidance of teaching/senior staff to facilitate structured play/work activities in the Brookhurst wrap around care club.

Specific Duties and Responsibilities

- To promote children’s emotional and physical health and address any issues which may arise.
- To ensure the hygiene of the Club’s facilities when preparing food and maintaining resources indoor and outdoor of the premises.
- To ensure drinking water is always available and ensure the provision of appropriate healthy meals/snacks and refreshments that meet children’s dietary needs.
- To ensure all staff and volunteers are suitable to be in close proximity with children and to report to the headteacher regarding any concerns.
- To be aware of safety issues indoors and outdoors, ensure safety procedures such as risk assessment and fire drills are carried out and recorded, and ensure problems or defects are addressed, reporting to the headteacher as required.
- To provide basic First Aid as required using the Medical Tracker Portal.
- To work within the Local Safeguarding Children Board Guidelines and address any Child Protection issues appropriately. Report on CPOMS system.
- To ensure the security of the building is maintained and visitors are monitored.
- To maintain confidentiality as appropriate in dealings with children, parents and team members.
- To assist in the planning of both individual and group opportunities for children in the Club’s care, ensuring that activities are appropriate to children’s social, emotional, physical and intellectual needs and interests.
- To ensure that children are provided with plenty of suitable choices of activity, both indoors and outdoors and that activities are adequately supervised.
- To interact positively with the children, provide a good role model and be involved in children’s play opportunities as appropriate.

- To ensure premises, equipment and materials are prepared before the children arrive and tidied up after each session.
- To maintain good communications with parents.
- To ensure children are consulted with regarding the play environment, resources and activities provided and their relationships with adults and other children within the Club.
- To ensure children are observed as appropriate to ensure their needs are being met.
- To treat all children, parents and team members with equal concern and develop an understanding of diversity.
- To ensure that sympathetic and nurturing relationships are developed with the children in the care of the Club, valuing their contributions and supporting positive behaviour and an ethos of respect for all.
- To have an understanding of “Fundamental British Values and what this means in practice.”

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management’s discretion in the future. As a general term of employment, the school may effect any necessary change in job content or may require the post holder to undertake other duties, at any location in the organisation, provided that such changes are appropriate to the employee’s remuneration and status.

As a term of your contract of employment, the organisation reserves the right to vary your hours of work and require you to work outside the range of your “typical working arrangements” specified in your Statement of Particulars. The organisation reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.