

## **Job Description**

### **Playworker/Kitchen Assistant at Conker Club, Little Sutton C of E Primary School**

#### **Purpose of Post**

To assist the club manager during breakfast club sessions in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 4 to 11. To prepare a healthy breakfast for all children that attend the club.

Responsible to: Conker Club Manager.

#### **Duties and Responsibilities**

1. To set up the hall ready for the delivery of breakfast club and tidy away at the end of each session.
2. To provide a safe, creative and appropriate play opportunities including supporting the preparation of activities and arranging equipment.
3. To ensure that all activities are carried out within an equal opportunities framework.
4. To consult with the children and involve them in the planning of activities.
5. To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
6. Ensure that all children are signed in to ensure the safety of all children at all times.
7. Ensure that food provision is carried out within the guidelines set out in safer food better business and to complete basic food hygiene training.
8. To undertake any necessary training.
9. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the club manager.