



Breakfast Club Playworker JOB DESCRIPTION

Responsible to the Headteacher

Line manager: the After School Club Manager

All staff are expected to:

- work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models;
- put the needs of the school's pupils first and actively promote an enthusiasm to learn.

Function

To assist with day to day organisation of St Luke's out of School Club

To provide playcare within school and club policies and procedures.

Principal Duties

You are required as the Playworker to assist the Breakfast Club Manager in running a Breakfast Club at St Luke's. The principal duties shall be drawn from the following list.

- a. Assist the Manager to plan, prepare and provide creative and appropriate play opportunities in a safe and caring environment
- b. Provide full care for the children whilst in Breakfast club.
- c. Assist the Manager to ensure breakfast is provided and meet the required standards of hygiene, health and safety.
- d. Consult with children and involve them in the planning of activities.
- e. Provide support and supervision to playworkers and designated team members
- f. Contribute to carrying out administration and financial procedures, record keeping, ordering and purchasing in accordance with club/ school systems.
- g. Administer first aid as appropriate.
- h. Encourage parental involvement and support for the club.
- i. Contribute to good communication with all members of the organisation and with the wider community including parents, childcare and play related agencies.
- j. Undertake training which may be required by the registering authority and to contribute to professional development.
- k. Monitor and maintain a healthy, safe and secure working environment.
- l. Carry out all responsibilities and activities within an equal opportunities framework.
- m. Work within agreed policies.
- n. Prepare equipment and put it away after sessions

1. Other duties and responsibilities

- a. Play an active part in professional development opportunities.
- b. Such other duties as may reasonably be allocated by the Headteacher.
- c. Such other duties specific to your individual role and listed separately.

May 2026