Radley CE Primary School

& Foundation Stage Unit

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Headteacher: Mrs Claire Thomas BA(Hons) MEd

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**After School Club Playworker**

**Closing date:** 10/10/2025

**Contract/Hours:** Temporary (in the first instance) Part-time

**Salary Type:** Support Staff

**Salary Details:**

**Grade 8 point 18 pro rata £18.33 per hour (with a recognised L3 EYFS qualification)**

**Grade 4 Point 4 pro rata £14.63 p/h (without L3 qualification)**

**Hours of Work:** 15 hours per week term time only - 3.00 p.m. to 6.00 p.m.

**Location of Role:** Radley CE Primary School

**Job/Person Summary**

Come and be part of our fabulous school team! We are looking for a Play worker to work as part of a small team in our popular After School Club at Radley Primary School! Ideally you’ll have a level 3 relevant EYFS qualification, but for the right candidate there may be opportunities to develop this as part of your professional development.

Your role will be to contribute and assist with the fun! Through planning, day-to-day organisation, operation of the club, you’ll provide high quality active play opportunities and care for children in an inclusive environment, and in accordance with the school’s ethos and procedures. The post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to.

**MAIN DUTIES (also see job description):**

* To contribute and assist with the provision of care and creative play opportunities in consultation with children, and in accordance with Play-work Principles and relevant childcare legislation.
* To deputise for the After School Club Leader when required.
* To focus on the provision for our youngest ‘clubbers’, adhering to the early years framework
* To ensure that children’s individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
* To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
* To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
* To assist with day to day administration and record keeping and information sharing.
* To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
* To administer first aid and medication as appropriate.
* To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council’s Community Childcare and Play staff.
* To work within agreed policies and procedures, and undertake other duties.

**Application Procedure**

If you are fun, positive, patient, kind and love playing with children we would love to hear from you!

Applications need to be submitted on an Oxfordshire County Council application form. Safer Recruitment checks will be carried out as part of the application procedure.

Please email your completed application form to the Headteacher Claire Thomas on [head.3238@radley-pri.oxon.sch.uk](mailto:head.3238@radley-pri.oxon.sch.uk)

**JOB DESCRIPTION**

Post Name: After School Club Play Worker

Grade: 4.4 – without relevant L3 qualification, 8 with relevant L3 qualification

Reporting to: After School Club Leader and School Leadership Team

To work as part of team to provide appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

**Support for Pupils**

* Supervise children in the setting, joining in or overseeing play activities
* Support the distribution of food and drink for the children, as required
* Organise play and art activities, reading and homework support
* Establish good relationships with children, interact positively with children, encouraging cooperation and mutual support.
* Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
* Ensure health and safety of children.
* Take pride in providing enjoyable experiences and activities for pupils.
* To build up warm and positive relationships with pupils.
* Anticipate pupils’ needs and make suggestions to support them.
* Speak clearly and listen carefully to pupils, using questions to check understanding.
* Remain tactful when talking to pupils and others.

**Support for the School:**

* With the team, ensuring the quality standards agreed are met.
* Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school.
* Administer any necessary basic first aid, record all injuries in the accident book and ensure children understand action to be taken in case of fire.
* Recognise the quality of the After School Club has an impact on learning and on pupils’ attitude to school.
* Attend meetings and training (as required).
* Acknowledge all colleagues in a friendly and helpful way.
* Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
* Acknowledge the need for team working
* Speak clearly to colleagues and listen carefully to colleagues, using questions to check understanding.
* Treat all colleagues in a courteous and helpful manner, challenging discriminating behaviour.
* Participate in training and other learning activities and performance development as required.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
* Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
* Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**Other Responsibilities**

* This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**General Requirements**

* Take part in the school’s performance management system.
* Enhanced CRB Check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

**PERSON SPECIFICATION**

**AFTER SCHOOL CLUB PLAY WORKER**

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

**EDUCATION & EXPERIENCE**

Essential:

* Has relevant play experience
* Demonstrable solid levels of numeracy & literacy skills
* A minimum of two years’ experience of working with children

Desirable:

* A relevant and recognised Early Years Level 3 qualification
* Food Hygiene certificate
* First aid training
* Enhanced CRB check

**KNOWLEDGE, UNDERSTANDING & SKILLS**

* Understanding of behaviour management strategies.
* Understanding of First Aid procedures (desirable)
* Excellent interpersonal skills both in working relationship with young children and in forming effective professional relationships with a wide range of contacts.
* Good organisational and time management skills.

**ABILITIES**

* Able to form and maintain appropriate professional relationships and boundaries with children and young people.
* Ability and willingness to work constructively as part of a team.
* Ability to supervise children effectively in line with the school’s behaviour policy.
* Ability to deal with sensitive information in a confidential manner.
* Ability to provide a good role model to young children.
* Ability to work in partnership with parents and teachers.
* Ability to use own initiative and work flexibly.
* A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
* A commitment to deliver services with the framework of the school’s equal opportunities policy.

**OTHER**

* Willingness to attend school training sessions.
* Empathy with young people facing barriers to their learning.
* A commitment to helping young children achieve, through education and learning.
* An understanding of and a genuine commitment to Equal Opportunities.