



Play Lead Worker – After School Club Job Description

Responsible to: Headteacher, Assistant Headteacher

Key Role/ Functions

We are seeking to appoint an enthusiastic Play Lead to join our school and are looking for someone who can lead our Afterschool Club to provide a high standard of physical, emotional, social and intellectual care for the children placed in the provision, including those with special needs.

Grade: D

Part-Time Pro-Rata: 15 hours consisting of Monday to Thursday 3.00pm to 6.00pm and Friday 2.30pm to 5.30pm.

Fixed term for 12 months in the first instance. Commencing 1st September 2026 to 31st August

Main Duties and Responsibilities

Duties

- To assist with the administration of the club on a day to day basis.
- To provide safe, creative appropriate play opportunities – preparing activities, organising the programme etc
- To provide full care for the children attending the Club including providing daily refreshments
- Maintain a safe environment for all pupils
- Administering first aid as appropriate
- To continuously work within agreed policies
- Attend meetings as appropriate
- Carry out all responsibilities and activities within an equal opportunities framework
- To follow safeguarding procedures

You must:

- Enjoy working as part of a dedicated and caring team
- Have good communication skills
- Be a positive role model who reinforces positive behaviour strategies
- Have energy and a sense of humour

GENERAL

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.

Applications to be completed and emailed to admin@olsscps.org.uk

Closing Date: Thursday 18th June at 12 noon

Interviews: Thursday 25th June