



Abbots Langley School

Inspiring life-long learners

**JOB TITLE:** Cedar Club (After School Club) Play Worker  
**REPORTS TO:** Club Manager / Deputy Headteachers

The Cedar Club will provide childcare during term time for parents and will therefore run every day of the academic year. This post will continue as long as the Cedar Club remains financially sustainable for the school.

### **1. PURPOSE**

To supervise the children and engage with play activities to ensure that there is an excellent standard of provision, which offers a variety of activities for pupils to enjoy in a relaxed and calm environment at the end of the school day.

### **2. MAIN AREAS OF RESPONSIBILITY**

- Being aware of children with allergies, medical conditions, food intolerances and dietary requirements.
- Setting up the Dining Room for games
- Welcoming children, talking to parents at the end of session
- Passing relevant information from parents on to the Club Manager
- Ensuring children eat a healthy snack
- Ensuring children are safe and happy in the Cedar Club
- Under the direction of the Club Manager, organise a variety of activities for the children to participate in during the session
- Clearing the Dining room at the end of the Club
- Ensuring children and their belongings are handed over to parent/carer at collection time.
- Bring any concerns to the attention of parents and the Club Manager.
- Report any Child Protection issues using CPOMS and check e-mails for any CPOMS notifications.
- Be a key worker for identified Reception pupils and maintain records on their progress in the club under the supervision of the Club Manager.

### **Safeguarding and Wellbeing**

- To safeguard children and ensure and promote their health & safety following the schools policies and procedures.
- To maintain a healthy eating approach.
- Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant members of staff and/or parents).
- Ensure there is a good standard of behaviour in line with the school's behaviour policy.
- Ensure school security is maintained at all times.
- Administer first aid to children who need it, log on the first aid record and inform parents at collection (or sooner if a more serious injury).

### **3. GENERAL PRACTICES**

- Set up area before children arrive and, with other Cedar Club staff, pack away at end of session.
- Under the direction of the Club Manager, coordinate activities and games to interest and stimulate the children both indoors and outdoors.
- Under the direction of the manager, organise the space and resources to create a welcoming, relaxed and informal environment.
- Settle children and supervise during snack time, encouraging the children to be independent or help others.
- Ensure a good balance between free choice of play and directed play when necessary.
- Record attendance on daily register.
- Ensure all pupil records are kept updated and correct procedures are applied, particularly when administering medicines.
- Liaise with Club Manager on all relevant matters and issues.

Complete any other duty that is directed by the Headteacher, Senior Leader or Club Manager that is reasonable and is in keeping with the role of Cedar Club Playworker.