Knutz Out of School Club

Job Description

Job Title:	After School Club Playworker or Early Years Professional
Qualifications:	Relevant Level 3 Playwork or Early Years qualification
	Or Relevant Level 2 qualification and suitable experience
Job summary:	To provide quality childcare within the framework of the club's policies and procedures
	To assist with day-to-day activities of the club
Line Manager:	Manager, Deputy Manager

Main Areas of Responsibility

- Participating in planning, preparing and delivering appropriate quality play opportunities within a secure and caring environment.
- Providing supervision and comprehensive care for the children during the session, between their arrival from school and collection from club.
- Recording children's arrivals and departures correctly on the register.
- Assisting with maintaining a healthy, safe and secure working environment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid as and when necessary and associated record keeping. Administering medication if required and associated record keeping.
- Setting up at the start of each session including moving furniture and equipment.
- Packing away at the end of each session including moving furniture and equipment.
- Consulting with children and involving them in planning their activities.
- Helping with club administration, such as, but not limited to, registers, incidents, accidents, logs and checklists.
- Working collaboratively with colleagues. Supporting each other.
- Taking part in half termly staff meetings and team training sessions.
- Communicating with all members of the club, with their parents, with the school and with outside agencies as required.
- Undertaking appropriate and relevant training and CPD as directed by a Manager.
- Working within the framework of the club's policies and procedures, the EYFS, and other relevant legislation.
- Acting as a Key Worker for EYFS children if required
- Undertaking any task reasonably deemed by the Manager to be part of the role of Playworker in this setting

Further Information

The post holder must make them-self available for regular supervision meetings as required by Early Years Foundation Stage 2026 guidance and by arrangement with the Manager. The post holder will be required to work within the framework of Keeping Children Safe in Education 2026

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any conviction they have and any orders that have been made against them.

Person specification

Skills and knowledge

You'll need:

- sensitivity and understanding
- patience and the ability to remain calm in stressful situations
- the ability to work well with others
- to be flexible and open to change
- the ability to work effectively under pressure
- excellent verbal communication skills
- customer service skills
- thinking and reasoning skills
- to be able to carry out basic tasks on a computer or hand-held device

Restrictions and Requirements

You'll need to:

- pass enhanced background checks
- have the right to work in the UK
- provide at least two verifiable references

You'll need to have a positive attitude towards children and enjoy working with them.

If selected for interview, you will be asked questions about safeguarding children.