



Funtastic Club – Job Description

Job Title: Playworker

Based at: Funtastic Club, Christchurch, Dorset

Position Reports to: Club Manager & Club Owner

Job Purpose Summary: To encourage children to develop skills, values, experience, and confidence through play in a safe and secure environment, whilst assisting the Club Manager in all necessary areas.

Key Responsibilities and Duties:

- To work within a team to ensure that the club maintains a safe and welcoming environment for all children who attend.
- To assist in the effective running of the setting.
- To monitor and actively encourage high levels of behaviour amongst children who attend.
- To provide consistent motivation for other members of staff within the team and report issues to Deputy Manager/Manager.
- To prepare food for the children during snack times and to ensure appropriate behaviour from children during this period.
- To attend all staff meetings and actively participate in the production of upcoming activities/events. Also to provide constructive feedback on how to improve various aspects of the clubs.
- To monitor the children's behaviour and deal with issues appropriately, and report any issues or concerns to Club Manager/Deputy Manager and or Club Owner immediately.
- To attend training courses when required.
- To have a clear understanding of the Policies and Procedures and put them into practice wherever possible.
- To contribute on a daily basis in cleaning/tidying of clubs to ensure a clean and safe environment for all.
- To assist in the recording of all accidents/incidents and to inform club manager/Deputy Manager immediately of said accident/incident.
- To assist in the recording of activities provided during course of session.
- To assist the Club Manager/Deputy Manager in promoting a happy workforce.
- Sign in and out of club when in attendance.