ELIZABETH HOUSE
Highbury Vale Blackstock Trust

Recruitment Pack

Playworker

August 2025

Elizabeth House Community Centre

2 Hurlock Street, London N5 1ED

Thank you for considering the Playworker role at Elizabeth House Community Centre. We are thrilled that you are interested in joining our team and contributing to our impactful work.
Dear Applicant,

Elizabeth House has a rich history and is a cornerstone of our neighbourhood, serving as a safe and welcoming space for residents of all ages and backgrounds. Our vision is simple but powerful: for Elizabeth House to be at the heart of a thriving local community in which everyone has the power to make change. We focus on supporting vulnerable individuals, children, young people, families, and those over 50 through a wide range of programmes and activities designed to foster social inclusion, combat food insecurity and promote play and overall wellbeing.

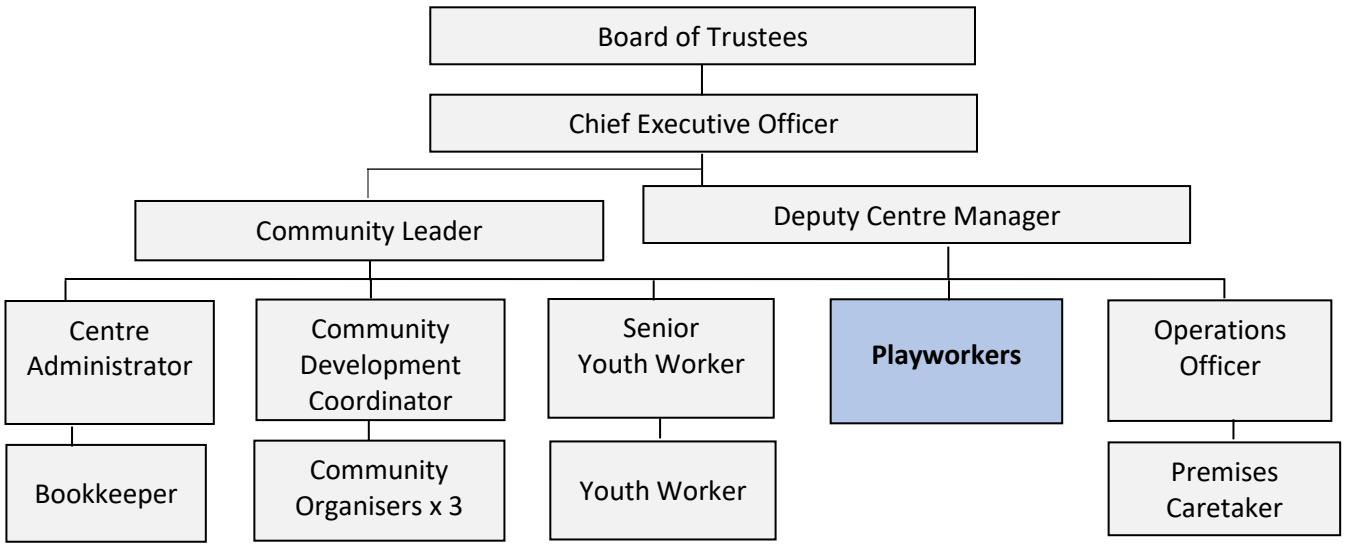
This role is ideal for someone who has some experience of working with children, already working part-time in a school or other setting, with the energy to play with and inspire children.

At Elizabeth House, you will find a warm, welcoming team that is passionate about making a difference. We offer a supportive work environment, opportunities for professional development and the chance to play a key role in shaping the future of our organisation and the community we serve.

If you have any questions or would like to discuss the role further, please do not hesitate to reach out via email at info@elizabeth-house.org.uk.

Iqbal Ali,
Children and Young People Service Manager

For more information about our charity, community, and activities, please visit our website at elizabeth-house.org.uk.



Job Description

JOB TITLE: Playworker

HOURS: After School club: 3 pm to 6 pm Monday to Friday (up to 16 hrs/week)
Holiday Playscheme: 8.30 am to 6 pm Monday to Friday (up to 43 hrs/week)

SALARY: £13.85 per hour (London Living Wage)

CONTRACT: Permanent or sessional contract (6-month probationary period)

RESPONSIBLE TO: Deputy Centre Manager | Children and Young People Service Manager

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Job overview

Elizabeth House Community Centre runs childcare services for children aged 4.5 to 13. The provision provides a safe environment for children's play by introducing children to new and creative stimulating play including arts, crafts, drama, non-competitive games and sports - encouraging co-operation and respect for each other and all others regardless of their background. Our childcare provision aims to be accessible and relevant to all children, including children with special needs.

The purpose of the job is to deliver quality play provision for children from the local area during our after school and holiday provisions. We are looking to recruit several playworkers, who must work towards achieving the aims of the provision by enabling the children to play and by engaging with the children in our care, working as a team under the supervision of the Deputy Centre Manager.

Appointment would be subject to an enhanced DBS disclosure and our safe recruitment process.

Main Duties and Responsibilities

- To maintain a safe, creative and stimulating environment for children's play experiences.
- To assist in the planning and contributing to a programme of activities designed to meet the needs of the children and young people in our setting.
- To ensure that responsibilities and duties are carried out within an Equal Opportunities framework.
- To ensure that responsibilities and duties are carried out in accordance with Safeguarding and Health and Safety legislations.
- To form and maintain appropriate professional boundaries with children, young people, staff, volunteers, parents and carers.
- To ensure that all policies and standards required by Ofsted and other frameworks are adhered to.

Specific Duties

- To provide a creative programme of arts, crafts, games, sports, drama, music, off-site activities relevant to the needs and interests of all children and young people.

- To provide opportunities for self-directed play and encourage the participation of children in setting boundaries and rules for them to work within.

- To ensure that all children are supervised at all times, working closely with other team members.

- To support the inclusion of children with Special Educational Needs and Disabilities (SEND), ensuring they are able to participate fully in all activities, with appropriate adaptations where required.

- To be responsible for Health and Safety issues at the playscheme/after school club with regard to setting up and running activities, trips, registers, outings, and general risk assessment.

- To follow first aid procedures including keeping records of all accidents and incidents.

- To attend daily team briefings and weekly meetings as instructed by the line manager, and participate in training as and when required.

- To keep the building and used spaces tidy and clean, e.g. clearing up during and at the end of day.

Person Specification

Essential

- Level 2 qualification (or higher) in playwork / children and young people workforce.
- To genuinely like working with children.
- Experience of play settings with primary school aged children.
- Experience of a working with children from diverse backgrounds and abilities.
- Experience of, or willingness to be trained in, supporting children with SEND in a childcare setting.
- Experience of teamwork.
- Awareness of equal opportunities, inclusion issues and how it applies to a child-based setting.
- Knowledge of issues surrounding Health and Safety within a child-based setting.
- Knowledge of issues and general procedures around Child Safeguarding.
- Ability to communicate effectively with colleagues, parents, carers and children.
- A positive attitude, energy, enthusiasm and imagination.
- Practical arts, crafts, sports and/or games skills.

Desirable

- Experience and understanding of personal and social education.
- Experience of organising trips, outings and/or residential holidays for children.
- Basic administrative skills such as keeping attendance records, children observation and report writing.

Summary of Terms and Conditions of Employment for Playworkers

The current hourly rate is based on the London Living Wage, currently £13.85 per hour.

We are looking for several Playworkers to work both during term time and/or school holidays. The contracted hours are variable:

- Up to 16 hours per week during term time
- Up to 43 hours per week during school holidays

Annual leave is 25 days for full time roles based on 35 hours per week, part-time roles are prorated.

Place of work
The post will be based in the community and at Elizabeth House Community Centre. Playworkers are expected to work at Elizabeth House with some occasional outings organised during school holidays.

Pre-employment checks and proof of identification
After interview we will take up references. The post is subject to an enhanced DBS check.

In order to verify the right to work in the UK, we will seek documentation as evidence of identity. Any information shared will be treated in confidence, in accordance with the Data Protection Act.

HOW TO APPLY

Step 1: Submit a CV and brief cover letter
Tell us briefly why you are interested in this role and any relevant experience you have in a cover letter or email, and send it to administrator@elizabeth-house.org.uk.

We will accept applications on an on-going basis as we are looking to appoint several Playworkers as soon as possible. We therefore recommend that if you are interested in this role to apply soon.

Step 2: 20-minute interview
Everyone longlisted will be invited on a rolling basis for a 20-minute telephone/video interview.

Step 3: Final interview
Candidates who are shortlisted following the first exploratory call will be invited to an interview in person, at Elizabeth House.

Racial justice, wider inclusion and diversity
Elizabeth House operates in some of the most diverse boroughs of London. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences.

We are fully committed to running a recruitment process that underlines our commitment to racial justice and wider inclusion and diversity. We want Elizabeth House to be a place where our individual differences and contributions are truly recognised and valued. We particularly encourage applicants who are currently underrepresented in our board, workforce and wider sector. This includes but is not limited to candidates who identify as being from Black, Asian and other ethnic backgrounds from the global majority, and candidates who identify as being disabled.