



## **Daycare wrap around play worker (pm) 4pm-5.30pm Monday - Wednesday**

(Term time only, temporary 1 year Contract)

### **Job Description**

**Job Title:** Daycare wrap around (PM)

**Scale:** 1

**Days and times:** Monday - Wednesday 4pm-5.30pm (Term time only) Temporary 1 year Contract

**Closing date and short listing:** Monday 08 september 2024, 12pm

**Interview dates:** This will depend on the number of applicants

**Start Date:** As soon as possible

#### **Job Purpose:**

To assist in the care, well-being and education of young children across all areas of learning and development.

#### **Duties:**

#### **Support for the children**

- To interact with children across the learning environments, both indoors and out under the supervision of senior staff
- To establish positive relationships with all children and parent/carers and effective links with representatives of the local community
- To encourage and support children using positive behaviour strategies
- To involve children in all aspects of healthy eating and well-being

#### **Support for Daycare Manager**

- Raise the awareness of EYFS leaders to the strengths and difficulties of individual pupils  
To help in setting up activities and putting away at the end of the session
- To work as part of the team to follow the health and safety of the facility, including cleanliness of the equipment and play areas
- To follow routines, plans, expectations and policies in place to support children and ensure health and safety at all times

## Support for the School

- To assist with the general pastoral care of children, including helping children who are unwell, distressed or unsettled
- Review and develop their own professional practice;
- To comply with policies and procedures relating to child protection, health, safety and security, inclusion and data protection, reporting all concerns to the appropriate named person.
- Support for the Curriculum
- To assist in the development of the three prime areas; personal, social and emotional development, communication and language and physical development;

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

#### CRITERIA METHOD OF ASSESSMENT

##### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

##### KNOWLEDGE:

Knowledge of child learning processes and development stages.

Application Form/ Interview

/Test

Awareness of the Equal Opportunities Policy and its implications for Educational practice.

Application Form/ Interview

/Test

<p>QUALIFICATIONS:</p> <p>Qualifications NNEB – Diploma in Nursery Nursing OR</p> <p>National Vocational Qualification in Child Care and Education Level III OR</p> <p>BTEC – Diploma in Nursery Nursing (2yr FT) OR</p> <p>BTEC – Certificate in Nursery Nursing (2yr PT)</p>	Certificate
<p>EXPERIENCE:</p> <p>Experience of working with children, in either a voluntary or paid capacity, in an educational or similar setting.</p>	Application Form/ Interview
<p>SKILLS AND ABILITIES:</p> <p>Ability to recognise children’s needs and problems, to be able to help in the development of literacy skills for under 5’s.</p> <p>Ability to communicate with, and relate well to children, particularly under 5’s.</p> <p>Ability to organise classroom activities/to work as part of a team</p> <p>PERSONAL STYLE AND BEHAVIOUR:</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form/ Interview/ Certificate/Test (delete as applicable)</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Please state on your application form qualification held with details of relevant work placements. The successful candidate will also be expected to provide a copy of their certificate before confirmation of appointment.</p>	Application Form

### **Safeguarding Statement**

*Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. We follow the safer recruitment processes and the most up to date Keeping Children Safe in Education DFE guidance which involves us carrying out online candidate searches, requesting references, DBS and barring checks.*

**Equality Statement**

*The London Borough of Newham has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work. Sandringham Primary School is committed to promoting a diverse and inclusive community and strongly encourages people of all different backgrounds to apply to our inclusive and dynamic school. We aim to be a place where we can all be ourselves and succeed on merit.*