



JOB DESCRIPTION

Job Title: Playworker (Breakfast/Afterschool Club)

Work Location: Church Hill / Low Hall
Nursery School

Reports to: Head Teacher/SLT

Grade: Scale 1 Point 2-3

Working Hours: Monday to Friday
7:45-9:15am / 4 - 6pm

Working Weeks : Term Time Only

Job Purpose

Under the direction of the supervisor/head teacher, to help deliver a wide range of creative and enjoyable inside and outside activities for children during break times, after school, during extended activities or holidays as relevant. Ensuring there is a secure and welcoming facility to support, motivate and supervise children.

This job description may be amended at any time following discussion between the Headteacher/School Business Manager and member of staff, and will be reviewed annually in response to the changing needs of the school.

Key Duties and Responsibilities

- Ensuring safe, creative and appropriate play opportunities in a safe and caring environment.
- Carrying out day to day administration, ensure that the incident/accident book is completed if necessary, keeping an accurate register, ensuring the correct number of children are present.
- Carry out observation on children and lead activities as directed by the Play Club Supervisor.
- Establish constructive relationships with children and interact with them according to individual needs
- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the Playleader.
- To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their tea and assist with cutting up food, pouring liquids, etc where necessary.
- To be aware of and assist with ensuring that children who have special dietary needs or whose parents have requested a packed lunch receive the correct meal.
- Ensure that children eat their meal in a socially acceptable way and encourage children to be independent in clearing away after a meal.
- To deal promptly with minor incidents, e.g. cleaning up food spillages, childrens' accidents with toileting and changing clothes.



- Under the direction of the Play Club Supervisor/Play Worker and when required, to assist and/or support children and young people with toileting and make sure that toilets are used sensibly.
- To tend to children who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- Under the direction of the Play Club Supervisor, ensure the playground equipment is used and stored properly and that the play areas are tidied up each day.
- Under the direction of the Play Club Supervisor, promote good children behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- To ensure that children keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.

In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.



Assistant Play Worker Level 1 Person Specification

Attributes	Criteria No	Criteria	How identified	Rank
Experience	1	Experience of working in a play/educational setting with children under 8	Application & Interview	Essential
Qualifications	2	NVQ level 1 in Childcare, Play-work or equivalent and working towards Level 2 or 3.	Application	Essential
	3	Prepared to undertake a First Aid at Work qualification.	Application	Essential
	4	Prepared to undertake Food Hygiene qualification/training.	Application	Essential
General and special knowledge	5	Knowledge of planning activities	Interview	Desirable
	6	Knowledge of child development 0-8 years Ability to relate well to children and an awareness of their needs. A sound understanding of safeguarding in education Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc.	Interview	Desirable
Skills and Abilities	7	Good literacy and communication skills.	Interview	Essential
	8	Work constructively as part of a team	Interview	Essential
	9	Basic computer skills	Application/ Interview	Essential
	10	Good organisational skills	Application/ Interview	Essential
	11	To think creatively	Interview	Essential
	12		Interview	Essential
Additional Factors	13	A basic awareness of health and safety practices.	Interview	Essential
	14	An understanding of relevant administration procedures including child registration requirements	Interview	Essential
	15	Commitment to and understanding of equal opportunities.		