

## JOB DESCRIPTION

### Employment Details

Job Title	Extended Club Play Worker
Reports to	Club Leader / Principal
Salary Band	WHFNJC J

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

### Purpose of the Role

To assist with the day-to-day organisation of Breakfast Club and/or After School Club and/or Holiday Club. To provide care and supervision of children attending the club(s) and the initiation of play and other interesting and/or fund activities.

### Responsibilities

- Collects children from school at the end of the day or greets children on arrival and ensures the safe delivery of children to parents, named carers or school at the end of the session
- Prepares and provides refreshments to children attending clubs as and when appropriate and in accordance with policy and procedure
- Organises and leads safe, creative and appropriate play opportunities in accordance with the planned and published programme of activities for the club
- Supervises and supports pupils undertaking school homework activities and assignments at the club
- Performs day to day administrative tasks including record keeping and ordering materials and equipment as required by the club leader
- Administering Basic First Aid as appropriate
- Informing parents of the activities in which children have participated and any other relevant pastoral issues
- Provide information to assist in the compilation of reports and cooperate with other professionals working for the benefit of the children
- Attend meetings as requested, provide advice and support to the Club leader in compiling the programme of activities and to deputise in the absence of the Club Leader
- Carry out all duties with reference to and in accordance with club/school policies, practices and procedures
- The job holder does not have regular supervisory responsibility for other staff but occasionally has to supervise them when deputising for the Club leader. They may also be required to assist in work familiarisation for new recruits
- Work is largely regulated by laid down procedures but there is some need to resolve routine problems such as disputes between children
- The jobholder is required to use resources carefully but is not personally accountable for their security

### Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

#### Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

#### General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

#### Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Post Holder signature:</b>		<b>Signature Date:</b>	

## PERSON SPECIFICATION

### Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> <li>GCSE C+ English &amp; Maths</li> </ul>	

### Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Previous experience of working with children</li> <li>Ability to communicate clearly and work as part of a team</li> <li>Willingness to acquire awareness of hygiene procedures</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

### Specialist Knowledge

Essential	Desirable

### Personal Traits

#### The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.