

Job Description



This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

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| Post Title | Darby's Playworker (Before and After School) |
| School | Dorridge Primary School |
| Salary Band/Range | Band A, 38 weeks |
| Responsible to | Darby's Manager & Head of School |
| Location | Dorridge Primary School |
| DBS Check | This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity and qualification check and living/working overseas check. This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. |
| Special Conditions | Applications will be considered for candidates who are unable to work every day / session. Breakfast Club: 7:45am – 8:45am Teatime Club: 3:15pm – 6:00pm |

1. Job Purpose

This is a part-time post which involves being part of a highly effective team delivering a high-quality childcare service and exciting age-appropriate activities which meet the needs of the children and their families. The post holder will assist the Manager/ Deputy Manager in developing and delivering high quality provision for children at Darby's.

2. Key Responsibilities

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| 2.1 | Main Duties |
| | <ul style="list-style-type: none"> • To adhere to and promote all school policies. • To safeguard children and promote health and safety. • To promote good practise in a professional and inclusive manner. • To implement a varied, stimulating and exciting range of activities that meet the children's developmental needs. • To ensure the facility is ready for use, by setting up and clearing away. • To work as part of a highly motivated and professional team. • Attend training opportunities showing a commitment to professional development. • To establish positive relationships with children and their families. • To undertake such duties as may become necessary to ensure the successful running of the setting. |
| 2.2 | People |
| | <ul style="list-style-type: none"> • Maintaining a close liaison with class teachers in order to be aware of and respond appropriately to the needs of all children in your care. • Work in close partnership with all school staff and support the whole school ethos. |

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| 2.3 | Safeguarding |
| | School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. |
| 2.4 | Financial |
| | N/A |
| 2.5 | Buildings & Equipment |
| | <ul style="list-style-type: none"> Report any health and safety concerns to the relevant staff. Support Darby's Manager in the setting up, use of and clearing away of resources. |
| 2.6 | Health & Safety |
| | The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies. |
| 2.7 | Policies & Procedures |
| | The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. |
| 3. Other Conditions | |
| 3.1 | Mobility |
| | Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required. |
| 3.2 | Equal Opportunities |
| | School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. |
| 3.3 | Variations to Job Descriptions |
| | Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements. |
| 3.4 | Training and Development |
| | The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. |
| 3.6 | Core Qualities & Leadership Framework |
| | The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level. |

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| Compiled/Reviewed by: | R Ashe / A Burnard |
| Date: | December 2024 |