



Sacred Heart
Catholic Primary School
Together we live and learn; we play and pray

Afterschool Club Play Worker

Job details

Salary: Scale D Point 3

Contract type: Part-time, fixed term (in the initial)

Reporting to: Headteacher, Finance and Operations Officer

JOB DESCRIPTION

Statement of Purpose: To work to provide safe and stimulating care for children afterschool.

Support to Pupils

- To provide a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.
- To provide and prepare safe nutritional snacks for children.
- To provide a facility for children to do their homework, including reading.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- To act as a First Aider.
- Motivate and encourage the children to participate in activities.
- Liaise with Class Teachers and parents/guardians.
- Develop methods of promoting the children's self-esteem.
- Encourage acceptance of children with special needs.
- To be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensure the provision is maintained to Ofsted standards of care

PERSON SPECIFICATION

- Experience of working in an education setting committed to the inclusion agenda.
- Experience of working to support children's learning, gained in a relevant environment.
- Knowledge and understanding of First Aid
- Knowledge and understanding of child protection and safeguarding.
- Good communication skills.

- Good ICT skills.
- Very good Numeracy and literacy skills (preferably GCSE or equivalent)
- Ability to work well with children and adults.
- Good organising and prioritising skills.
- Methodical and good attention to detail.
- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the children, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.