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**Job Description and Person Specification**

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| **Job Title:** | Playworker  |
| Grade: | 2 |
| Hours: | Part Time (Termtime only) |
| Contract: | Permanent  |
| Hours  | Upto 15 hours per week.  |
| Weeks | 38 |

**Job Purpose**

To assist in the day to day organisation and operation of the Before and After school Children’s Club, ensuring the provision of a safe, caring and stimulating environment.

**Main Duties & Responsibilities:**

1. To assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment, by providing a programme of activities, services and facilities designed to meet individual needs including consultation with children.

 2. To administer first aid as appropriate.

 3. To work within appropriate childcare legislation and other relevant legislation.

 4. To work within the policies and procedures of the setting.

 5. To provide full care for the children of school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or named carers. Ensure the safe transfer of children between the two school sites.

 6. To assist in the preparation of healthy refreshments.

7. To maintain close liaison with the Play Leader(s), parents, the school and other agencies in matters relating to children.

8. To ensure the cleanliness and tidiness of the club’s facilities, ensuring the designated area is clean and safe during the clubs opening hours and for hand over to the school.

9. To work flexibly alongside other staff, parents or students.

10. Provide general care and welfare for children, including physical care and attention to personal needs. Act as a carer for sick children until a parent/carer collects them. Provide comfort and support to children in distress.

11. Assist in any administration tasks as directed by the Play Leader(s).

12. To participate within meetings or training as required. 13. Any other duties and responsibilities within the range of the salary grade.

Responsible to: Headteacher

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.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within GDPR guidelines.

**Person Specification**

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| **Knowledge:** | * Understanding of good quality childcare
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| **Skills and Abilities** | * Able to provide safe and creative play
* Able to communicate effectively to receive and pass on information and instructions and provide guidance in a firm but pleasant manner
* Basic reading and writing skills to maintain records of accidents and first aid
* Able to communicate effectively with pupils to keep control, pas on instructions and organise activities, where appropriate, in a firm but pleasant manner
* Able to administer basic first aid
* Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way
* Able to supervise and control children to minimum set standards of discipline
* Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant
* Able to assist pupils with developing their eating skills
* Able and willing to clean-up food or vomit or other materials and undertake tasks such as carrying food/trays
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| **Experience:** | * Experience of children in some capacity of responsibility, e.g. own children or previous school experienced Abilities
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| **Educational:** | * A willingness to attend meetings and training
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| **Special requirements:** | * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A criminal Record Disclosure will be required prior to appointment.
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**Responsible to:** Headteacher

**Date Reviewed:** September 2023