



# Warboys Primary Academy



## Warboys Primary Academy

Application Information Pack

## Play Worker



## Principal's Welcome

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Dear Applicant,

Thank you for considering a position with us at Warboys Primary Academy.

At Warboys, we place a strong focus on building a learning community, and our vision is to ensure that every child is happy, feels valued and experiences success.

Working at Warboys Primary Academy means being part of our dedicated team, contributing to a stimulating and challenging environment where students feel confident and eager to learn. Every role at our academy is vital in helping our pupils realise their potential and achieve great things.

As a valued member of our school community, you'll work closely with parents and carers, ensuring that every child receives the support they need. This partnership enhances the children's educational experience and helps build a supportive network for both the pupil and their families. This collaborative approach helps to create a positive atmosphere where everyone feels valued and heard.

Our academy is part of Thomas Deacon Education Trust (TDET), which offers valuable opportunities for collaboration with its other academies and partnerships throughout Cambridgeshire. You'll be able to share expertise and best practice with a network of professionals, exchanging ideas and supporting each other's growth. As well as providing enriched education for our pupils, this integrated approach offers opportunities for your own development.

As well as opportunities for professional growth, as part of our team you can expect an aspirational atmosphere with dedicated colleagues, and supportive leadership which values your input. We are excited to welcome you to Warboys Primary Academy. Together, we can provide the best possible start to every child's education and lifelong learning journey.

If you have any questions or would like to arrange a visit, please don't hesitate to contact me.

Warm regards,

Mr Stuart Mallott | Principal



## Job Description

<b>Job Title</b>	Play Worker
<b>Reports to</b>	Play Coordinator
<b>Salary/Grade</b>	Pathway 1
<b>Working Hours &amp; Pattern</b>	2.5 hours per week, term time only
<b>Date Last Evaluated</b>	March 2024
<b>Core Purpose</b>	Working as a member of the play team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the play team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The play team is also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (eg for PE, school assemblies) in the afternoon.

## Key Responsibilities

- Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the play coordinator to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the site manager, play coordinator, and play team members to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicating/implementing any changes required.
- Assist with putting out and packing away of play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Coordinate and communicate with the play coordinator, play colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, eg with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encouraging good eating and social skills.
- Clear and clean the hall during service (eg spillages, assisting with waste food, trays and cutlery).
- Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon.



- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system, our four school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

### **Job context**

The post holder will work under the general direction of the play coordinator. The play coordinator is directed by the headteacher/governing body who will take the lead on the strategic direction of the school, setting its philosophy and its vision. The post holder will have an important role in working directly with our children; working alongside the play coordinator and other play team members to deliver a programme of activities that is appropriate to the age and needs for the children in their care.

### **Supervision and work planning**

The play team member will not be required to supervise staff within the setting but will need to work with the play coordinator on planning activities for the children. It will be incumbent on the Play team to supervise children at all times. Please note: this supervision may be at some distance depending on the school's play policy (methods of supervision could include direct, remote and roaming).

### **Problems and decisions**

The play team member will be required to resolve day to day issues of a practical or routine nature amongst the children, but issues of an operational or organisational nature should be referred to the play coordinator.

### **Working environment**

The working environment will be part, or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field, MUGAs, outdoor seating, wooded / scrub areas, 'The Beach', Mud Kitchen, Forest School area) and the dining hall, but not restricted to these.

### **Equipment**

- Play materials (eg scrap materials, loose parts, sports kit, storage containers, logs) are in regular use.
- Whistles are used to communicate when a year group can go in for dinner/packed lunches.
- Cleaning equipment (brooms, bags, sprays, cloths etc).
- Folding tables/chairs.
- First aid kit.



## General Responsibilities

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- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



## Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
None required	N/A	N/A
<b>Knowledge &amp; Understanding</b>		
Knowledge and/or understanding of the Play Work Principles	D	A/I
Literacy and numeracy: Ability to follow written guidance and procedures	E	A/I
Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff	E	A/I
<b>Skills &amp; Abilities</b>		
Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records	E	A
Ability to give clear verbal instructions to children and team members	E	A
Ability to follow good protocol	E	A
Enjoy working with young people (all ages in the primary school range 4 - 11 years)	E	A
Positive and supportive attitude towards young people of all ages, abilities and backgrounds	E	A
Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 6 (11 years old)	E	A
Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable	E	A/I
Practical, solutions driven	E	A/I
Friendly, approachable and caring manner	E	A/I
Dependable, with good time keeping	E	A/I
Willingness to try new things and work outside of their comfort zone	E	A/I
<b>Experience</b>		
Previous experience of play work or working with children	D	A
Previous first aid experience	D	A/I
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A



Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation

R – References





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