

# Job Description



Our Lady and All Saints MAC 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.

<b>Post Title</b>	Wraparound – Playworker Fixed Term for 12 months	<b>Post No</b>	
<b>Directorate</b>	Our Lady and All Saints MAC		
<b>Division</b>	St Edwards Catholic Primary School - Wraparound		
<b>Salary Band/Range</b>	SMBC Band A Point 3 £24796.00 FTE Actual starting salary £3614.00 6.45 hours per week 38 weeks excludes 5 INSET days. <b>Fixed Term Contract</b> for 12 months		
<b>Responsible to</b>	Head Teacher		
<b>Location</b>	<b>St Edwards Catholic Primary &amp; Nursery School</b>		
<b>DBS Check</b>	DBS required.		
<b>Special Conditions</b>	Hours 3.15pm – 5.30pm Monday to Thursday.		

<b>1. Job Purpose</b>
This is a post set up to provide Play as part of the Extended Services team provision in school. The post holder will assist the Head teacher in developing and delivering high quality Provision for children in the before and after school club and Nursery Wrap Around facility in school.

<b>2. Key Responsibilities</b>
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<b>2.1</b>	<b>Main Duties</b>
	<ul style="list-style-type: none"> <li>• Implement curriculum planning for children, following the lead from the Deputy managers including:             <ul style="list-style-type: none"> <li>○ Setting up of resources</li> <li>○ Engaging with and supporting children</li> <li>○ Assessing and recording progress</li> <li>○ Clearing away</li> </ul> </li> <li>• Use initiative in developing pupil displays, discussing with Deputy Managers aspects around resources, space availability</li> <li>• Ensure facility is ready for use including food preparation, eating areas and play spaces</li> <li>• This role plays part of the ratio structure.</li> </ul>
<b>2.2</b>	<b>People</b>
	<ul style="list-style-type: none"> <li>• Carry out Key Worker role by:             <ul style="list-style-type: none"> <li>○ Maintaining close liaison with class teachers in order to be aware of and</li> </ul> </li> </ul>

	<p>respond appropriately to the needs of all children in your care</p> <ul style="list-style-type: none"> <li>○ Ensure excellent provision in place for the children including preparing activities, their delivery and evaluation</li> <li>○ Understand and apply the school behavior systems in order for the children to learn and play within agreed parameters</li> <li>○ Prepare/clean tables for meals and snacks</li> <li>○ Clear away/clean after school, including cleaning furniture, floors, cutlery, plates etc.</li> <li>○ Set up play area for club with toys etc. and clean up after play sessions.</li> <li>○ Prepare, deliver and participate in play opportunities/activities</li> </ul> <ul style="list-style-type: none"> <li>● Work in close partnership with all school staff and support the whole school ethos</li> <li>● Engage with personal Performance Management opportunities and identify and attend relevant personal Continuing Professional Development (CPD)</li> </ul>
<b>2.3</b>	<b>Safeguarding</b>
	<p>Our Lady and All Saints MAC 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.</p> <ul style="list-style-type: none"> <li>● Support the Headteacher and Deputy Headteacher in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with</li> <li>● Refer any safeguarding issues to the Headteacher / DSL immediately</li> </ul>
<b>2.4</b>	<b>Financial</b>
	<ul style="list-style-type: none"> <li>● No Financial responsibilities.</li> </ul>
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<ul style="list-style-type: none"> <li>● Support the Headteacher in the setting up, use of and clearing away of indoor and outdoor resources</li> <li>● Report any health and safety concerns to the Headteacher</li> <li>● Be responsible for carrying out any other duties as required by the school which are commensurate with the post.</li> </ul>
<b>2.6</b>	<b>Health &amp; Safety</b>
	<p>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 Our Lady and All Saints MAC Health and Safety policies.</p>
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	<p>The post holder will be accountable for ensuring that he/she is aware of relevant Our Lady and All Saints MAC policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p> <ul style="list-style-type: none"> <li>● To engage with and adhere to all relevant school's policies e.g. Safeguarding and Child protection, Behavior, Anti-bullying, No Smoking, Health and Safety, Data Protection, Equal Opportunities etc.</li> </ul>
<b>3.</b>	<b>Other Conditions</b>

<b>3.1</b>	<b>Mobility</b>
	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 Our Lady and All Saints MAC may they be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	Our Lady and All Saints MAC is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and

<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and Our Lady and All Saints MAC therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	Our Lady and All Saints MAC is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Lean</b>
	Our Lady and All Saints MAC is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
	Our Lady and All Saints MAC expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed by:</b>	Jacqui Hodkinson Louise Flanagan
<b>Date:</b>	June 2026

# Person Specification



Our Lady and All Saints MAC 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.

<b>Post Title</b>	Wraparound – Playworker Fixed Term for 12	<b>Post No</b>	
<b>Directorate</b>	Our Lady and All Saints MAC		
<b>Division</b>	St Edwards Catholic Primary School - Wraparound		
<b>Salary Band/Range</b>	SMBC Band A point 3 £24796.00 FTE Actual starting salary £3614.00 6.45 hours per week 38 weeks excludes 5 INSET days. <b>Fixed Term Contract</b> for 12 months		
<b>Responsible to:</b>	Head Teacher		
<b>Location:</b>	<b>St Edwards Catholic Primary &amp; Nursery School</b>		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Safeguarding training or willingness to engage in the process.</li> </ul>	First Aid qualification or willingness to achieve as soon as possible  Food Hygiene Certificate.	Application

<b>Skills &amp; Abilities</b>	Skilled in communicating with children, parents and with school staff	Special interests transferrable to children	Application Interview
	Able to build effective relationships with children	Able to understand generic and specific needs of children	Application Interview

	Able to be patient and tolerant in dealing with children	Able to adapt activities to suit need	Application Interview
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<b>Experience &amp; Knowledge</b>	Understanding of child development through play and learning	Relevant Health and Safety experience	Application Interview
	Ensuring the health, safety and welfare of children	Promoting the participation of children	Application Interview
	Awareness and understanding of child protection and safeguarding issues	Engaging in effective systems for planning, recording, monitoring and evaluating	Application Interview
	Awareness of needs of disadvantaged groups	Working with children with additional needs	Application Interview

<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Interview
	Lean Delivery: understands the concept of Lean, has a customer focus and demonstrates continuous improvement.		Interview
	Self-Awareness: learns continuously and effectively adapts behavior in response to feedback.		Interview
	Service Delivery: understands customer needs and responds appropriately.		Interview

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to: <ul style="list-style-type: none"> <li>○ Equal opportunities</li> <li>○ Safeguarding of children</li> <li>○ High quality childcare provision</li> <li>○ Being reliable and efficient.</li> </ul> </li> </ul>		Application interview
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**Compiled/Reviewed by**

Jacqui Hodkinson  
Louise Flanagan

**Date**

June 2026