

The Coombes CE Primary School JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Play Worker	
School: The Coombes C of E Primary School	Salary:
Report To: Play Club Supervisor	
Grade: 2	Point: SCP 3
Employment Status: Casual Contract	
Hours of Work: <ul style="list-style-type: none"> ▪ Breakfast club 7.30 am – 8:30 am weekdays term time ▪ After school club 3.30 pm – 5.00 pm weekdays term time 	
Job Purpose <ul style="list-style-type: none"> ▪ To assist and support with the provision of 'wrap around care' for children aged 4-11 years, in a safe and stimulating environment 	
Organisation Chart: <div style="text-align: center;"> <pre> graph TD A[Play Club Manager] --> B[Play Club Supervisor] B --> C[Play Worker] </pre> </div>	

Summary of Main Contacts

- Pupils
- Parents/carers
- Teachers
- Other school staff
- Other Professionals

Main Tasks/ Accountabilities

1. As part of a team, to take part in originating, planning and delivering activities which provide a variety of experiences, ensuring adequate supervision of indoor and outdoor activities, providing varied and nutritious snacks/light meals, complying with Health and Safety requirements, conducting fire safety procedures, monitoring the condition of play equipment, providing first aid when necessary, using premises with consideration for other users, upholding the Club and School's policies, e.g. on behaviour, Equal Opportunities and Child Protection.
2. To be aware of information required to meet the individual needs of the children and inform the play club manager of changes for record purposes.
3. To maintain communication with parents and carers.
4. To take part in team training and planning meetings and feedback to the Supervisor.
5. To undertake relevant training as deemed necessary.
6. To record and inform parents of any incidents or accidents relating to their children, obtaining the parent's signature to confirm that they have seen the report.
7. To undertake other duties as may be necessary and agreed with the supervisor.

Person Specification**Knowledge/Qualification**

- A qualification in Play Work and a First Aid Qualification are desirable
- A commitment to training, and an understanding of Equal Opportunities is essential

Skills and Abilities

- Ability to work as part of a team as well as using own initiative
- Identify and respond to the needs of individual children
- Skills in arts, crafts and sports desirable

Experience

- Experience of working with children in a group setting, particularly play work, is desirable

Personal Qualities

- Enthusiastic approach
- Rapport with children aged 4-11 years
- Committed to a child centred approach in facilitating play
- Must be available for Training dates to be confirmed