



Christ the King Catholic Primary School

Part of the Holy Cross Catholic Multi Academy Company



Job description

Play Worker

Salary Scale: Grade 2

Part-time, Term time only, 10hrs per week

Introduction

This appointment is with the Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract. The post-holder will, by personal example, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Head teacher and the post-holder. It will be reviewed annually.

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/carers 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



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Person Specification

Play Worker

Area	Specification
Knowledge	<ul style="list-style-type: none">• Understanding of good quality childcare• Knowledge of how children play and its relevance to their child development• Some knowledge of a range of activities to promote social/emotional and intellectual development of school aged children• Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs• A commitment to and understanding of equal opportunities issues and their application to childcare• Understanding of the Children's Act and Guidelines• Awareness of Child Protection• Some knowledge of relevant health and Safety issues• Understanding of the boundaries of confidentiality
Skills and Abilities	<ul style="list-style-type: none">• Able to provide safe and creative play• Sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability• Capable of motivating children and developing their self-confidence• Able to provide stimulating activities for school age children• Assist children in new development, intellectually, socially, physically and emotionally.• Able to provide care and comfort to children, ensuring they feel secure• Able to communicate effectively at all levels and when receiving information from and explaining information to others• Ability to handle situations calmly and effectively• Able to work within a team or on own initiative• Able to follow instructions and accept guidance• Capable of using judgement and common sense• Sufficiently literate to be able to read to children, keep short records and write short reports, as requested by the Play Leader• Ability and willingness to undertake tasks such as toilet accidents and cleaning away materials• Able to learn and change practice in appropriate ways• Willing to undertake further training• Ability to undertake patterns of work as determined by the school• Punctual and able to fulfil duties in a responsible manner
Experience	<ul style="list-style-type: none">• Working with school aged children• Working with other professionals• Providing support for parents• Basic administration
	<ul style="list-style-type: none">• NVQ in Play work or Early years (ideally working towards an NVQ Level 2) or will give commitment to work towards obtaining such qualifications• A current First Aid certificate or willing to undertake training for this qualification
Special Requirements	This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Enhanced Disclosure and Barring Service clearance will be required prior to appointment.

Date Reviewed: June 2023