

HOLLYFAST PRIMARY SCHOOL

AFTER SCHOOL PLAYWORKER



AIM high, GROW within and REACH beyond the stars ★



Location: Hollyfast Primary School
Post: **Playworker**
Grade: Grade 2 Spine point 2
£12.26 per hour

Responsibility for:

Directorate: People
Service: Primary Schools
Duration: Temporary– 39 weeks per year
Time: Monday to Friday 3pm – 6pm
Start date: **6th January 2025**
Closing date: **12th December 2024**
Interviews: **17th December 2024**

Responsible to Head Teacher

- To be responsible to the Head Teacher and the Governing Body as an effective member of the school's staff team.
- To be responsible for securing the safety, welfare and good conduct of pupils during the Afterschool Club sessions in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, and School Business Manager.
- To assist in the day-to-day organisation of the After School Club and to contribute to providing a safe, caring and stimulating environment for the children.
- Work proactively and effectively either individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

Our School

Thank you for taking the time to read through our Job Description for an After School Playworker in our Holly Berries Club. We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. We perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Mr Watson joined the school in January 2022 and has built a new team around him who all share the same values and passion for driving the school forward to encourage the children to "Aim High, Grow within and Reach beyond the stars".

In a recent Ofsted Inspection, the school was rated as good, with inspectors noting that "Every day, happy pupils thrive, surrounded by love and care" and "staff feel that the school is well-led and managed. They value the support provided to them for their emotional well-being by caring leaders and dedicated governors".

To see more about our school, please visit our website by clicking [here](#) and please also visit our Facebook for a day in the life at [Hollyfast Primary School](#)

"There is a big focus on staff development here at Hollyfast, and over the last 2 years, I have been developed lots as both a teacher and a leader. CPD is an integral part of the working life at our school. From external leadership training and national networking links, to internal profession learning opportunities, it really is a collaborative approach to driving standards.

The leadership team are very approachable and supportive, and despite the size of the school, personal growth is highly valued." (Hollyfast Staff member)



The Post

We are looking for someone who can support our Holly Berries team during our after-school club.

The main duties and responsibilities are: -

- To support children's learning activities.
 - To help to keep children safe.
 - Promote positive behaviour.
 - Develop and promote positive relationships.
 - Support the development and effectiveness of work teams.
 - Reflect on and develop practice.
 - Maintain confidentiality at all times.
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- 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.
 - Administer first aid as appropriate.
 - Work within appropriate childcare legislation and other relevant legislation.
 - Support the safeguarding of pupils and to know and work within the Safeguarding practices within the School.
 - Provide full care for the children of nursery/school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or carers.
 - Assist in the preparation of nutritious and well-balanced snacks.
 - Maintain close liaison with the Play Leader and Deputy Play Leader, parents, school and other agencies in matters relating to the children.
 - Ensure the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the club's opening hours and for hand over to the school.
 - Work flexibly alongside other staff/volunteers, parents or students.
 - Provide general care and welfare for the children, including physical care and attention to personal needs. Act as carer for sick children until a parent/guardian collects the sick child. Provide comfort and support to children in distress.
 - Assist in the day-to-day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
 - Participate within meetings or training as appropriate.
 - Any other duties and responsibilities within the range of the salary grade.
 - To play an active role in the induction processes of team members as appropriate.



Health & Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the school's Health & Safety Policy.
- Recognise own strengths and areas of expertise and use these to advise and support others

Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range of the salary grade.



Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Head Teacher **Date Reviewed:** 28.11.2024

