HENLEY GREEN
Primary School

Lunchtime Play Worker
Grade 2

Job Description

Duties and Responsibilities

To assist in the day-to-day organisation of stimulating lunchtime play provision for our children and contribute to providing a safe and caring environment for all children.

Main Duties and Responsibilities:

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.

Preparing and storage of play equipment.

Ensure that the provision is a safe environment for children, following the school's procedures including Health and Safety, Behaviour and Discipline Policies.

Administer **first aid** as appropriate (if trained to do so).

Work within appropriate childcare legislation and other relevant legislation.

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.

Reporting incidents of concern to the relevant members of staff and maintain confidentiality.

Assist in the day-to-day administration, record keeping and assessment, ordering and purchasing of materials and equipment.

Participate in meetings or training as appropriate in order to develop the provision and one's own professional development.

Any other duties and responsibilities within the range of the salary grade.

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.

Responsible to:

Updated: October 2018

Job Title:	Play Worker	**Job Number:**	
Directorate:	Children, Learning and Young People	**Post Number:**	
Location:	Henley Green Primary School	**Grade: 2**	

Area	Description	Criteria will be measured by:
Knowledge:	• 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:	• Able to provide safe, creative and stimulating 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. Cont/…..	

Skills and Abilities: (Continued)	• 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. • 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:	• Working with school aged children. • Working with other professionals. • Basic administration and record keeping	

Educational:	• NVQ or equivalent in Play work or Child Care preferred. • A current First Aid certificate or willing to undertake training for this qualification.	

Special Requirements:	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	

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