



Job Title: Out of School Club Play Worker
Directorate: Children, Learning and Young People
Service: Services for schools
Location: Stivichall Primary School

Job number:
Post number:
Grade: Grade 2

Job Purpose

- To assist in the day-to-day organisation and operation of the Out of School club, and to contribute to providing a safe, caring and stimulating environment for 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.
- Undertake supervision and discipline of children and provide support within the procedures of the school reporting difficulties and concerns as appropriate.
- Keep accurate records of safeguarding concerns using CPOMS.
- Liaise with safeguarding leads to ensure that children are safeguarded and concerns are appropriately followed up.
- Support in the planning and delivery of EYFS provision within the out of school club including observations and record keeping.
- Help deliver holiday club provision
- Administer and record first aid as appropriate.
- Provide general care and welfare for children, including physical care and attention to personal needs.
- Act as carer for sick children until a parent/ carer is able to collect. Provide comfort and support for children in distress.
- Work within appropriate childcare legislation and other relevant legislation.
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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.
- Assist in the co-ordination, preparation and provision of nutritious and well-balanced snacks.

- Maintain close liaison with the manager, parents, school and other childcare and play related agencies, including the Early Years Development and Childcare Partnership, 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 handover to the school.
- Work flexibly, attend meetings, as appropriate, and undertake staff development.
- Assist in the day-to-day administration, record keeping and assessment, and ordering and purchasing of materials and equipment.
- Support and contribute to the overall ethos/work/aims of the school.
- Ensure confidentiality is maintained at all times.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Any other duties and responsibilities within the range of the salary grade.

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 (Data Protection Act 2018).

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and the post holder 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
- Cooperate with their line manager and the senior leaders, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

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 is required to:

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

Responsible for: Providing a safe, caring and stimulating environment for children

Responsible to: Manager and Deputy Manager



Out of School Club Play Worker

Person Specification

Job Title: Out of School Club Play Worker	
Knowledge	<ul style="list-style-type: none">• Understanding of good quality childcare• Know of how children play and its relevance to their child development.• 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.• Knowledge of the EYFS curriculum.• A commitment to Equal Opportunities and an understanding of their application in childcare.• Understanding of the Children's Act and Guidelines.• Awareness and understanding of Child Protection and KCSIE.• Knowledge of relevant health and safety issues.• Understanding of the boundaries of confidentiality.

Skills and Abilities	<ul style="list-style-type: none"> • Able to relate well to children and adults. • Able to work constructively as part of a team. • A passion for working with children aged 4-11 years old. • Able to provide safe and creative play experiences. • Able to provide stimulating activities for school aged children. • Able to provide care and comfort to children, ensuring they feel secure. • Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability. • Have a commitment to our inclusive ethos. • Capable of motivating children and developing their self-confidence. • Be aware of and able to meet the social and emotional needs of school-aged children on an individual basis and in a group setting. • Able to communicate effectively and write short reports as requested. • Able to build positive relationships with colleagues, pupils and parents. • Be punctual and able to fulfil duties in a responsible manner. • Able to follow instructions and accept guidance. • Able to use judgement and common sense. • Able to handle situations calmly and effectively. • Ability and willingness to undertake tasks such as toilet accidents and cleaning away materials. • Willing to undertake further training • Hold an Enhanced DBS for the Children's Workforce
Experience	<ul style="list-style-type: none"> • Some experience of working with school aged children • Some experience of working with other professionals • Some experience of providing support to parents/ carers • Basic administration
Educational	<ul style="list-style-type: none"> • Good English and Maths skills • NVQ 2 in Playwork, Child Care and Education for or equivalent qualification • Paediatric First Aid Training or willingness to undertake training
<p>Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</p>	