

JOB DESCRIPTION

Department	THE OAKS PRIMARY SCHOOL		
Job Title	PLAY WORKER		
Grade	Grade 2 – Scale Point 11-13		
Hours	7:30 - 9:00 and/or 15:00 - 18:15		
Primary Purpose of the Job	To assist with the operation of the Breakfast Club and/or After School Club for 4-11 year olds		
Responsible to	Club Manager		
Responsible for	The Children attending Breakfast Club/After School Club		
Principle Responsibilities	 To assist with the operation of the day to day running of club in accordance with the agreed policies, good practice and comply fully with Ofsted requirements. Ensuring the provision of high quality childcare and appropriate play opportunities for all children attending club. To liaise with parents and other external agencies. 		

MAIN DUTIES

- To provide good quality and safe care for children from The Oaks including meeting individual needs, supervision of activities and outings, provision of refreshments and the safe collection and delivery of children as necessary.
- To assist in ensuring that the Breakfast Club/After School Club provision reflects the overall philosophy of the school.
- To help distribute breakfast/snack tea for the children and escort them to classes.
- To help provide good quality, creative, appropriate play opportunities in a safe child-centred environment.
- To provide support and a safe, secure environment for children with additional needs, i.e. autism, ADHD or a physical disability.
- To administer first aid as requested, after appropriate training.
- To ensure that the premises and equipment are kept clean and in a safe condition. Also helping to evidence these checks weekly.
- To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework.
- To have positive relationships with parents.
- To participate in the school performance management cycle and attend any training relevant to the post.
- To carry out other duties as may be reasonably be required by the scope and nature of the post

The post is subject to an enhanced disclosure from the Criminal Records Bureau



PERSONNEL SPECIFICATION

Department: THE OAKS PRIMARY SCHOOL

Job Title: PLAYWORKER

STAGE ONE: Disabled Candidates are guaranteed an interview if they meet the essential criteria.

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills/Knowledge Understanding of child development and the importance of	Application/Interview
play.	Application/Interview
Ability to provide & facilitate appropriate and creative play activities in a child centred environment	,,
Understanding of good quality childcare and how to care for	Application/Interview
children in a sensitive and responsible way.	Application/Interview
Deal with difficult situations in a confident and responsible manner, in line with school policies.	A 11 17 7T 1
Ability to respond to and meet children's individual needs and	Application/Interview
rights and build appropriate relationships with them and their carers.	Application/Interview
Accurately record and process information.	Application/Interview
Organisational skills.	Application/Interview
Communication Skills - Understanding of methods of communicating	Application/Interview
Work on own initiative.	Application/Interview
Awareness of Health and Safety at work.	Application/Interview
Understanding and commitment to equal opportunities and be able to demonstrate this within the work environment.	Application/Interview
Understanding of/ability to meet the needs of a multi-cultural community.	Application/Interview
Understanding of/ability to work with children with SEN/disabilities.	Application/Interview

CARING FOR CUSTOMERS	Application/Interview
Listen to customers, respond quickly to their needs and treat	
them in a courteous and positive manner at all times.	
VALUING DIVERSITY	
Value the input of customers by treating them as individuals.	Interview
Show regard to what customers and others are saying about	
their individual needs.	
DEVELOPING SELF AND OTHERS	
Seek opportunities to add to skills and knowledge and respond	Interview
positively to development opportunities.	
Support others learning and share learning with others.	

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
2.Experience/Qualifications/Training etc (if any)	
Some experience of working with 4 - 11 year olds in a play environment.	Application Form / Interview
3.Work Related Circumstances	
Willingness to undertake appropriate training.	Interview
Willingness to work flexible hours and attend related meetings.	Interview / Assessment
Subject to an enhanced disclosure from the Criminal Records Bureau.	Interview / DBS check
Minimum age 18 years	Application

STAGE TWO

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT		
Experience/Qualifications/Training Etc. (if any)			
Appropriate qualification in Childcare or Playwork at Level 2 or evidence of actively working towards qualification.	Application		
Note to Applicants:			
Please try to show in your application form, how best you meet these requirements			

In the event of being able to draw up a shortlist due to a high number of Candidates who meet the essential criteria the following process will happen:

Stage 1. Includes the minimum essential requirements of the job

Stage 2. Will only be used in the event of a large number of applicants meeting the minimum essential requirements.