



The Oaks Primary School
Bringing Learning to Life

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	<ol style="list-style-type: none"> 1. 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. 2. Ensuring the provision of high quality childcare and appropriate play opportunities for all children attending club. 3. 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

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

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

STAGE TWO

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

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.