



Killinghall CE Primary School, Otley Rd, Killinghall, Harrogate, HG3 2DW

Job Description

Post title:	After School Club Playworker
Grade:	CD
Responsible to:	Headteacher
Staff managed:	None
Directorate:	Children and Young People's Service
School name:	Killinghall CE Primary School
Job family:	E - Education/School
Date of issue:	August 2023

Safeguarding Statement

- The After School Club provides a safe environment for children after school, and encourages health eating and creative play opportunities.
- Enhanced DBS clearance is required for this post

Job Purpose

The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.

Operational Issues:	<ul style="list-style-type: none"> Maintain a register of children Prepare and provide a healthy snacks/refreshment to the children following food hygiene practices, and clean up afterwards Prepare and set up room as required Administer basic first aid as required Undertake the personal care of children as required, including toileting, dressing, sickness Ensure the children and young persons are supervised at all times
Communications:	<ul style="list-style-type: none"> Close liaison with parents, colleagues, pupils Encourage parental involvement and support Communicate with school staff as appropriate
Resource management/ Buildings and Infrastructure:	<ul style="list-style-type: none"> Assist in the purchase of resources, including food/drink Ensure the building is safe and secure for the children and young persons at all times Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Manager or Headteacher
Systems and Information:	<ul style="list-style-type: none"> Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details

Planning and Organising:	<ul style="list-style-type: none"> Plan and provide a variety of safe, creative and appropriate play opportunities Participate in appraisal, training and other learning activities
Safeguarding:	<ul style="list-style-type: none"> Responsible for promoting and safeguarding the welfare of the children and young people. Reports any safeguarding concerns to the Manager or Headteacher
Health and Safety:	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment. Ensure all accidents and emergencies are dealt with according to the policy Assist in ensuring the safety of all children in the event of a fire/drill or other emergency

Person Specification	
Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> An understanding of and commitment to the provision of good quality childcare An understanding of food hygiene rules Health & safety knowledge, including lifting and handling and fire prevention A sound understanding of safeguarding procedures Knowledge of healthy eating Some experience of working with children in a play work or educational setting 	<ul style="list-style-type: none"> Knowledge of school policies and procedures Knowledge of child development & learning processes
<p>Occupational Skills</p> <ul style="list-style-type: none"> Ability to plan and deliver safe activities relevant to the age of the children Ability to work on own initiative and use common sense Ability to communicate effectively with parents and colleagues, verbally and in writing Ability to maintain confidentiality Ability to work effectively in a team Committed to continuing professional development Emotional resilience Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> Behaviour management skills Basic ICT skills
<p>Professional Qualifications</p> <ul style="list-style-type: none"> Current first aid certificate Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> Food Hygiene certificate Childcare qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> DBS check 	