**St James' Catholic Primary School**

**Leach Heath Lane,**

**Rednal**

**Birmingham B45 9BN**

**Tel: 0121 464 9700**

**General Assistant**

**After School Club Playworker**

Required immediately September start

10 hours per week, term time only

Grade 1: Actual salary £5815 - £5906

**After School Club – 15:30 – 17:30 – 10 hours**

**(1 position – fixed term to cover maternity leave)**

St James’ Catholic Primary School is a happy, a part of the Lumen Christi MAC, is looking to appoint an enthusiastic and driven general assistant who is fully committed to enhancing the Catholic Life and Mission of the School.

The successful candidate will have excellent communication skills with children, parents and professionals. Additional training and guidance will be readily available in support of this role.

**Closing Date: Tuesday 11th August 2025**

**Interviews will be : Monday 17th and Tuesday 18th August 2025**

**Please collect an application form from the School Office**

**For further details and an application form contact Claire Tullett on** [**c.tullett@lumenchristi.org.uk**](mailto:c.tullett@lumenchristi.org.uk)

St James and Lumen Christi are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested prior to interview, an enhanced DBS check, online searches, medical, evidence of qualifications plus verification of the Right to Work (RTW) in the UK.

**PLEASE SEE JOB DESCRIPTION BELOW**

**JOB DESCRIPTION**

**Before and After School Club Playworker**

**Responsible to:**

Principal and School Governing Board

**Responsible for:**

Working with Before and After School Club Leader to provide care for our children in Before and After School Childcare.

**Statement of Purpose**

To work under the direction and instruction of Before and After School Club Leader to help provide safe and stimulating care for children.

**Support to Pupils**

• To provide a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.

• To provide and prepare safe nutritional snacks for children.

• To provide a facility for children to do their homework, including reading.

• Ensure the welfare and safety of children within our care.

• Promote good behaviour

• Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.

• To act as a First Aider.

• Motivate and encourage the children to participate in activities.

• Liaise with Class Teachers and parents/guardians.

• Develop methods of promoting the children’s self-esteem.

• Encourage acceptance of children with special needs.

• To be ready at all times for emergency situations.

• Ensure a clean, tidy environment conducive to fostering good health and safety practice.

• Follow statutory and non-statutory policies and procedures required for the efficient running of the club.

• Ensure the provision is maintained to Ofsted standards of care

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to have knowledge of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the head teacher. In addition, they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**People Management**

• To comply and engage with people management policies and processes

• Contribute to the overall ethos/work/aims of the school.

• Establish constructive relationships and communicate with other agencies/professionals.

• Attend and participate in regular meetings with the Out of School Hours Leader Principal

• Participate in training and other learning activities and performance development as required.

• Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

• Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Health and Safety**

• Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the school’s Health, Safety and Welfare policy. Recognise own strengths and areas of expertise and use these to advise and support others.

**PERSON SPECIFICATION**

**Before and After School Club Playworker**

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| --- | --- |
| **Essential Criteria** | **Measured by** |
| **Experience**  • Experience of working in an education setting committed to the inclusion agenda.  • Experience of working to support children’s learning, gained in a relevant environment | AF/I |
| **Qualifications/Training**  • Preferably NVQ 2 for Teaching Assistant, or Business and Administration, or equivalent qualification, or experience in a relevant discipline.  • Full First Aid Certificate (preferably Paediatric Frist Aid)  • Child Protection L1 All of these can be provided if necessary, but before start date. | AF/I |
| **Knowledge/Skills**  • Good communication skills.  • Good ICT skills.  • Very good Numeracy and literacy skills (preferably GCSE or equivalent) • Ability to work well with children and adults.  • Good organising and prioritising skills.  • Methodical and good attention to detail. | AF/I |
| **Behavioural Attributes**  • Customer focused.  • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.  • Open, honest and an active listener.  • Takes responsibility and accountability.  • Committed to the needs of the children, parents and other stakeholders and challenge barriers and blocks to providing an effective service.  • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.  • Is committed to the provision and improvement of quality service provision.  • Is adaptable to change/embraces and welcomes change.  • Acts with pace and urgency being energetic, enthusiastic and decisive.  • Communicates effectively.  • Has the ability to learn from experiences and challenges.  • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | AF/I |
| **AF – Application Form I - Interview** | |