



# Summerfield Primary School

## Job Description & Person Specification – After School Play Worker

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Leeds City Council  
Job Description & Person Specification

<b>Grade</b>	Level 3 - C1 – 12
<b>Conditions of service</b>	NJC
<b>Responsible To</b>	Headteacher / School Business Manager

### Special Conditions:

This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

### Job Description

#### Job Purpose:

To provide afterschool care and safe learning activities for pupils attending Summerfield's After School Club, known as Sunshine Club. To take lead responsibility for the smooth running of the club and sole responsibility for the administration, including the small amounts of income and ordering of stocks and resources.

#### Responsibilities:

- Undertake and deliver structured and agreed play activities as appropriate to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- To prepare and deliver a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 3- 11 years' old
- Will prepare, co-ordinate, promote and provide a wide range of inclusive, creative and enjoyable play opportunities for pupils which is responsive to their play needs; giving pupils the freedom to spend their leisure time in their own way whilst encouraging fair and caring behaviour.
- Contribute to the delivery and supervision of a quality play provision within the school whilst ensuring all activities are carried out in a safe, creative and appropriate play environment.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- To assist in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
- Prepare the eating area, supervise children in the eating area (seating, serving, eating, clearing plates etc.) and maintain/clear the eating area throughout (cleaning up of any spillages, wiping surfaces, washing up etc.).
- Prepare light meals (snacks, refreshments etc.) which may include the use of kitchen appliances in accordance with Food Hygiene and ensuring individual pupil dietary requirements are met.
- To Ensure the safe collection and transportation of children between the classes and the club.
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
- Ensuring that areas are clean and cleared at the end of sessions.
- To carry out any other duties, which will be seen to enhance the work of the After School Club.
- Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential.
- To work effectively in a small team.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- May have responsibility for small sums of cash.
- Will contribute to the overall ethos/work/aims of the school.

- Will appreciate and support the role of other professionals.
- Promote self-esteem; ensuring inclusion, acceptance and integration for all as well as encouraging pupils to act independently as appropriate, interact and work co-operatively with others and engage in activities; including those with specific and special needs and those from different cultures and/or with a different first language.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions.
- Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Attend to the pupils' personal needs including the safety and wellbeing of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Adhering to legal responsibilities and duties under the 1989 Children Act, Care Standards Act 2000 and the Health and Safety Act, to take reasonable care for the health and safety of themselves, staff, children and members of the public who use the club.
- To follow the schools Safeguarding and Child Protection Policy.
- To follow guidelines and procedures for Safeguarding and Child Protection in accordance with Summerfield Primary School policy.
- Be aware of and comply with school policies and procedures e.g. child protection, health & safety and security, confidentially, and data protection, reporting all concerns to an appropriate person.
- Recognise and appropriate challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.
- Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

#### **Qualifications:**

- NVQ Level 3 or equivalent in Play Work, Child Care or appropriate subject (essential).
- GCSE English & Maths or equivalent e.g. Adult/Numeracy at Level 1 (essential).
- \*First aid paediatric and emergency first aid at work, certificate desirable
- \*Basic food hygiene, Level 2
- \*Basic Health and safety certificate (training will be provided)
- \*Food Allergy Awareness Training certificate

*\*Training will be provided in relation to the position if no valid certification of the above*

#### **Environmental Demand/Working Conditions:**

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parent's/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

### **Skills Required**

- Planning and implementation of creative activities for children.
- Good communication skills.
- Ability to relate well to children and adults.
- Ability to work constructively as part of a team, understanding service roles and responsibilities and your own position within these.
- Good standard of literacy and numeracy skills.

### **Knowledge Required**

- Understanding of Health and Safety issues.
- Awareness of Child Protection issues.
- Understanding of behaviour management issues and strategies.
- Understanding of and commitment to the provision of high-quality childcare.
- Understanding of financial regulations budget setting and control.

### **Experience Required**

- Experience of working with 3 – 11 year olds and their families
- Knowledge and understanding of child development.
- Understanding and commitment to good quality childcare
- Experience of staff supervision.
- Experience of working in a childcare or play work setting.
- Experience of working with pupils with additional needs.
- Will have an outline understanding of relevant legislation
- Knowledge of basic Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention.
- Good communication skills
- Good numeracy/literacy skills.
- An understanding of the needs of a multicultural society
- An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.
- Knowledge of childcare.
- Awareness of child development.
- Knowledge and commitment to schools Equality policy.
- Ability to relate well to pupils and adults.
- Ability to work constructively as part of a team.
- Ability to remain calm under pressure.
- Demonstrate good co-operative, interpersonal and effective listening skills.
- Maintain confidentiality in matters relating to the school, its pupils, parents or carers.
- Ability to perform all duties and tasks with reasonable adjustments where necessary.
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties.
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.

## **Behavioural & other Characteristics required**

- Committed to continuous improvement.
- Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.
- Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.

## **DESIRABLE REQUIREMENTS:**

### **Skills Required**

- Ability to identify your own training needs.

### **Knowledge Required**

- Computer literate.

### **Experience Required**

- Experience of working across a variety of childcare settings.

## **Behavioural & other Characteristics required**

N/A

## **REVIEW**

This job description may be reviewed from time to time in consultation with the post holder in order to address changing circumstances or priorities within the school.

## **Job Description Content Prepared / Reviewed By:**

Fiona Kirkwood, Headteacher and Debbie Slinger, School Business Manager

Dated: 18/10/2024