

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details	
Job title:	Assistant Play Worker
Directorate:	New Wave Federation – Grazebrook Primary School
Reporting to:	Play Leader / Extended Schools & Community/ Headteacher /Executive Head
Grade:	Scale 3 (£28, 545.00 - £28,997.00) pro rata term time only 3.45pm – 6.00pm Monday – Friday
Job description	
Purpose of the post:	<ul style="list-style-type: none"><li>To provide assistance in the day to day operation of an After School Club/Wrap Around Care. Undertaking face to face work with the children in delivering programmes of activities.</li></ul>
Main duties and responsibilities:	<ul style="list-style-type: none"><li>Assist in the provision of a variety of appropriate play opportunities for children and young people some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.</li><li>Assist groups of children in specific sport, game craft and learning activities and manage behaviours.</li><li>Assist in supervising children to ensure safe use of equipment and facility without endangering ones self or other users.</li><li>Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned.</li><li>Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.</li><li>Undertake first line child protection measures, reporting areas of concern to the Senior Play Leader.</li><li>Assist in maintaining relationships with teachers, parents and users of play service.</li><li>Ensure the safety and well-being of club users.</li><li>Ensure that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.</li><li>To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Play Leader.</li></ul> <p>This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from</p>

	time to time.
General requirements:	<ul style="list-style-type: none"><li>• Take part in the school's performance management system.</li><li>• Enhanced DBS Check.</li><li>• Strong commitment to furthering equalities in both service delivery and employment practice.</li><li>• You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.</li></ul>

Job title:	Assistant Play Worker
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## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below...]

		Essential	Desirable
<b>Qualifications</b>			
1.	NVQ level 2 Play Work, Childcare, or equivalent or willing to undergo training.		✓
<b>Experience</b>			
2.	Some experience of being involved with a play service in a paid or voluntary capacity, for example in playgrounds, junior playrooms, play centres or other equivalent play setting.	✓	
3.	Experience of supervising activities.	✓	
<b>Knowledge</b>			
4.	An awareness of the needs of children.	✓	
5.	Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.	✓	
6.	A basic awareness of health and safety practices.- reporting repairs	✓	
7.	Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.	✓	
8.	Knowledge of basic record keeping and filing.	✓	
<b>Skills</b>			
9.	Ability to work as part of a team, sharing working knowledge and skills.	✓	
10.	Ability to develop a range of play/learning related skills.	✓	
11.	Ability to work flexibility, able to rearrange work plans in relating to changing priorities.		✓
12.	Ability to interact sensitively with other workers, children and parents.	✓	
13.	Ability to listen and to understand needs, aspirations and problem children.		✓
14.	Ability to administer first aid and understand first line child protection with training.	✓	