

Job Description: Out of School Club Playworker

Employment details

Job title:	Out of School Club Playworker
Reports to (job title):	Out of School Club Manager or Headteacher
Type of position:	Permanent
Hours of work:	15 hours per week, 38 weeks per year (term time) (Mon - Fri 3:00-6:00pm)
Level and scale point:	Grade 2

Job Purpose

To work as an effective member of an out of school club team delivering a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the club's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> Supervise children and young people and prepare creative and appropriate play opportunities for them
<ul style="list-style-type: none"> Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the club supervisor
<ul style="list-style-type: none"> Assist children with their personal hygiene tasks and at snack time, as appropriate
<ul style="list-style-type: none"> Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary
<ul style="list-style-type: none"> Clean and tidy the play area at the end of each session
<ul style="list-style-type: none"> Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures
<ul style="list-style-type: none"> Ensure safe arrival and departure of children and young people.

- Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Description: Out of School Club Playworker

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • First Aid Qualification
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Previous experience working with children
Knowledge and skills	<ul style="list-style-type: none"> • Willing to undertake job related training including a First Aid qualification, Safeguarding and Data Protection training. 	<ul style="list-style-type: none"> • Have an awareness of policies and procedures relating to working in a school • Be able to contribute to the wider school community and activities
Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Able to work with children in a calm manner • Able to communicate effectively. • Flexible and positive towards change. • Friendly with a sense of humour and positive attitude. • Willing to work as part of a team. • Reliable and organised. • Able to organise appropriate play activities in and out of doors • Able to use their own initiative • Approachable and self-motivated. • Able to perform all duties and responsibilities in work location with 	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p>Aspiration</p> <ul style="list-style-type: none"> • Inclusive and respectful to all our colleagues • Keen to keep developing and receptive to change • Reflective and learn from mistakes <p>Believe</p> <ul style="list-style-type: none"> • Passionate and have a positive outlook • Confident to share their opinions and ideas and value those of others • Solution focused



	<p>reasonable adjustments where appropriate.</p> <ul style="list-style-type: none"> • Able to maintain a high level of confidentiality and discretion at all times. 	<p>Community</p> <ul style="list-style-type: none"> • Considerate of all • Welcoming • Adaptable • Understanding of the needs of the wider community • Look after our own and each other's well being
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All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people
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Application forms can be found on our website at www.parkroyalcs.org/staff-vacancies

Completed application forms should be returned by email to c.batt@parkroyalcs.org

Closing date for applications is Friday 10th February 2023