



## Staff Vacancy Details

**Out of School Club Practitioner:** 4hrs per day (7.15am to 8.30am and 3pm to 6pm)  
21.25hrs a week Term Time Only

**Location:** Warmingham CE Primary School, School Lane, Warmingham, Sandbach, CW11 3QN

**School:** Warmingham CE Primary School  
**Head Teacher:** Kate Appleby  
**Address:** School Lane, Warmingham, Sandbach, CW11 3QN  
**Telephone Number:** 01270 526260

**School Website Address:** <http://www.warminghamce.cheshire.sch.uk/>

**Position Advertised:** Out of School Club Practitioner

**Salary:** £12.26 per hour

**Applications to be obtained from:** <http://www.rcsat.cheshire.sch.uk/page/vacancies/36322>

[resources@RCSAT.cheshire.sch.uk](mailto:resources@RCSAT.cheshire.sch.uk)

RSCAT Head Office, C/o Bunbury Aldersey CE Primary School,  
School Lane, Bunbury, Cheshire, CW6 9NR  
24<sup>th</sup> December 2024 by 9am

Warmingham C of E Primary School are excited to be recruiting a team to manage our new Wraparound Care provision commencing on the 6<sup>th</sup> January 2025. Vacancies are available for a deputy manager and a practitioner.

You will work as effective members of our team delivering a high quality, inclusive play and care-centred service that meets the needs of children 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.

For more detailed information of the expectations, roles and responsibilities of our Practitioner at Warmingham CE Primary School please refer to the person specification and job description attached.

Warmingham CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. There is a strong Christian ethos and solid links exist between the school, Church and the community. The offer of employment is subject to satisfactory References, Health, Right to Work in the UK, an enhanced DBS check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009. Shortlisted applicants will be invited into to school for short interview.



## **JOB DESCRIPTION**

### **OUT OF SCHOOL CLUB PRACTITIONER**

<b>POST:</b>	Out of School Club Practitioner
<b>SCHOOL:</b>	Warmingham C of E Primary School
<b>HOURS:</b>	5 days per week, 4.25 hours per day, 7.15am-8.30am and 3pm-6pm
<b>PAY:</b>	£12.26 per hour
<b>ACCOUNTABLE TO:</b>	The Principal and Governing Body
<b>JOB PURPOSE:</b>	To assist the Out of School Club Deputy Manager in providing a caring, secure environment, through individual attention and a series of well planned, resourced and supervised activities that reflect government guidelines. To be directed by the Deputy Manager in assisting the Out of School Club (OOSC) to operate to its full potential. Be willing to take on observations, assessments and basic administration duties as directed.

#### **Main Duties and Responsibilities:**

##### **Activity Planning**

- Through weekly meetings with the OOSC Deputy Manager, forward plan a programme of activities for children aged between 4 and 11.
- Provide safe, creative and appropriate play opportunities for a range of age groups daily;
- Prepare activities, organise programmes/ themes and arrange equipment to ensure that all activities are inclusive for all children.
- Ensure at all times that the Out of School Club has a reasonable supply of material/equipment. Be aware of the OOSC equipment stores especially when purchasing for and planning activities.
- Day to day running of the OOSC, in conjunction with other staff. Participation in all aspects, from setting up activities and meal times to clearing away at the end of the session.

##### **Liaison**

- To help develop and maintain good relationships and communication with parents/carers and all relevant parties to facilitate day-to-day caring needs;
- To encourage parental support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.



- To share good practice with other practitioners as needed.

### **Supervision and care of children**

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- To take responsible precautions and measures to ensure the safety of other staff and children at the club and comply with the responsibilities of the Health and Safety At Work Act.
- Provide a clean and safe environment for the children to play. This may involve physically making sure that the club is kept tidy by means of sweeping or washing up.
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that meals are prepared and served in accordance with the Food Standards Agency and to undertake the necessary Food Hygiene Training.
- Ensure food is balanced and healthy in accordance with recommended dietary requirements.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe School policies and procedures to keep children safe from harm.

### **Direct Playwork**

- Support the OOSC Deputy Manager in planning a wide range of creative and enjoyable activities.
- Consult with the children in order to plan activities.
- Ensure that play meets the full range of children's individual and group needs.
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

### **Other**

- To undertake continuous professional development, including short courses and qualifications relevant to Play work as directed by the OOSC Deputy Manager.
- To promote the aims and objectives of the School.
- To understand and adhere to School policies, procedures and standards at all times.



- To ensure the School offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times.
- To assist with the preparation and maintenance of materials and equipment.
- Recording accidents in the accident book.
- Ensure children are collected in strict accordance with the School's Child Collection Policy.
- To ensure the School offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
- To ensure confidentiality within the School at all times.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the OOSC Deputy Manager.

### **JOB SPECIFICATION**

#### **Out of School Club Practitioner**

**POST: Out of School Club Practitioner**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Paediatric First Aid Qualification;  Completion of a full and relevant early years and childcare or playwork qualification Level 3;  Completion of Safeguarding Awareness Course	Completion of a full and relevant early years and childcare or playwork qualification at Level 2 (e.g. NVQ Level 2 in Play work) or working towards completion	Certification
Experience		Previous experience of Play work with children aged 4-11 in a voluntary or paid capacity	Applications/Interview



<p>Job Related Knowledge</p>	<p>Knowledge of the Early Years Foundation Stage and the Play work Principles</p> <p>Interest in the care, learning and development of young children</p>	<p>Willingness to undertake job related training including a First Aid qualification</p>	<p>Interview</p>
<p>Skills &amp; Aptitudes</p>		<p>Ability to work as part of a small team</p> <p>Ability to work with children in a calm manner</p> <p>Willingness to undertake training</p> <p>A positive approach to inclusive practice, with children, parents/carers and colleagues.</p> <p>Ability to use own initiative</p> <p>Remain calm in an emergency</p> <p>Good organisational and planning skills</p> <p>Excellent communications skills, with children, colleagues, advisors and parents/carers.</p>	<p>Interview</p>
<p>Other Requirements</p>	<p>Flexibility/adaptability</p>	<p>Positive attitude</p> <p>Patience, punctuality, reliability and trustworthiness</p> <p>Enjoys working with children</p> <p>Team player</p>	<p>Interview</p>