



Spirited • Scholarly • Supportive

## STRAND ON THE GREEN JUNIOR SCHOOL Job Description

**Job title:** Play Assistant – Mon-Friday 3:15pm to 5:45pm

**Salary and grade:** London Living Wage 1b (Scale 1b FTE £27,345 – pro rata actual pay approx. £7,925)

**School:** Cygnet Club @ Strand on the Green Junior School

**Line manager:** Maria Alleyne and Ruth Woods

**Key Relationships / Liaison with:** Teachers, other classroom support staff

**Main Purpose:** Facilitate play and contribute to the welfare of the children.

### Main Activities

- Play a full part in the life of the schools and promote our ethos
- Take responsibility, along with other staff, for the Health and Safety, Accident Prevention, Safeguarding, and welfare of all children registered to the scheme during the hours of work
- Take responsibility, along with other staff, for the smooth running of emergency procedures for both children and other members of staff
- Keep an accurate register of all children in the room
- Complete the accident and incident book as required
- Appropriately engage with all children attending the scheme – talking to them about their day and encouraging them to play
- Deal with any unwanted behaviour following the club's Behaviour Policy
- Collect children from classes and clubs as directed by room leader/scheme leader
- Ensure that all children are collected by a responsible nominated adult at the end of a session
- Communicate with parents and pass on relevant information about their child's time at the club
- Plan and deliver safe activities suitable to the age range of children in the room as directed by the room/scheme leader
- Help with serving and clearing away food, wearing gloves and aprons as necessary
- Be aware and respond to any risk or hazard, bringing them to the notice of the room/scheme leader
- Tidy up at the end of a session and leave the premises in good order
- Communicate effectively with room/scheme leader to ensure the smooth running of the scheme
- Work as part of a team



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- Follow codes of practice, policies and adhere to the Cygnet Club Code of Conduct
- Attend training as identified by the School Management
- Carry out all responsibilities and activities within an Equal Opportunities framework
- Change display regularly

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification and amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.

RW Dec 2024