**Playworker at Holy Trinity**

**Job Description and Person Specification**

Reports to: Wraparound Care Manager

Contract: Term-Time + 5 INSET Days

Location: Holy Trinity CofE School

Salary: S3

**The Role**

To actively work and participate under the direction of the Wraparound Care Manager to provide safe high quality play for children and young people aged 4 – 11 years of age.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

**Principal Responsibilities**

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| * To support the Manager in the directed planning and implementation of the daily activities of the Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
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| * To work with staff to maintain the Club to an agreed standard of cleanliness and hygiene and to advise the Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
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| * To support the Manager in ensuring that all relevant records are maintained and attend staff meetings and training sessions as required.
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| * To undertake other duties and responsibilities of an equivalent nature as determined by the Manager.
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* To support all children with their play. This also includes children with SEND and supporting them with their individual needs/requirements.
* To work as a key member of the Wraparound Care team and support the successful and effective operation of the service.
* To prepare breakfast and snack meals for the children and ensure the cleanliness of the environment.
* Be flexible and open to work later due to a late collection or another unforeseeable event.
* To act as a Key Person to the Early Years children and complete learning journals and observations where necessary.
* To be aware of appropriate language/suitable topic of conversation within the setting.
* To secure the setting and premises at the end of the afternoon session.
* To bring in fresh ideas/activities to support children with their learning and development following their interests and encouraging them to take part in planning their own activities.
* To ensure the setting is clean and prepared for the next session. To support with keeping toys clean and well maintained. Duties will include to hoover and wash floors ensure rugs are clean and may require cleaning/washing regularly.
* To maintain the toys, rotate the toys to give a fresh concept of play for the children.
* To work in all areas of the setting following the direction of the planning. This is on a rotation, so staff are not always in the same area for the whole week but will be for the session. This may require suitable clothing particularly for the winter months when outside.
* Ensure items are returned to the correct area for staff to easily find the appropriate items.
* To encourage children’s independence.
* To always be aware of hazards within the setting and to reduce any risk to injury, reporting any concerns immediately.
* To participate in all training as directed and ensure essential training is kept up to date.
* To have full understanding of their responsibilities towards safeguarding the children.

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| **Education, Training and Work Qualifications**  |
| **Essential:** Good standard of general education | **Desirable**:Paediatric First Aid Certificate |
| **Essential:**Basic understanding of food hygiene. | **Desirable:**Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.Understanding of relevant statutory guidance. |
| **Essential:**Ability to: Provide and facilitate an inclusive, safe and creative play and incorporating the play principles. Communicate well with a wide range of groups and individuals. Work as a team member. Use common sense. Work in line with all of the club’s policies and procedures.Carry out all responsibilities within an equal opportunities framework. | **Desirable:** |
| **Essential:**  | **Desirable:**Experience of working with children aged 4 - 12 years. Experience and understanding of multi-agency and partnership working.  |
| **Essential:** To be willing to undertake further training as required. | **Desirable:** |

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