

## **JOB DESCRIPTION**

**POST:** **Playworker**

**GRADE:** Grade B SCP 3

**RESPONSIBLE TO:** Head Teacher

**JOB PURPOSE:** To assist in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children between the ages of 4 to 11.

### **Main Activities:**

- To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
- To ensure that all activities are carried out within an equal opportunities framework.
- To undertake any necessary training.
- To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
- To encourage parental involvement and support through the development of effective working relationships.
- To consult with the children and involve them in the planning of activities.
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.
- Help the co-ordinator to ensure that a wide range of creative and enjoyable activities are offered.
- Ensure that play meets the full range of children's individual and group needs.
- Be aware of Staff Policies and Practices.
- To ensure the provision of good standards of physical and emotional care.
- To ensure good standards of hygiene and cleanliness are maintained at all times.

- To be responsible for the Health and Safety standards appropriate for the needs of the children.
- To assist with the preparation and maintenance of materials equipment.
- Recording of any accidents in the accident book.
- Ensure child is collected by someone known to the club.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To ensure confidentiality of information received.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.



**PERSON SPECIFICATION**

**JOB TITLE: Playworker**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• None required</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare Qualification at Level 2 (or equivalent).</li> <li>• Appropriate first aid training</li> <li>• Food Hygiene qualification</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in an education setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children on a voluntary or paid basis.</li> </ul>
<p><b>Skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills:</li> <li>• Be able to communicate effectively and clearly with a range of staff, children, young people, their families and carers</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes.</li> <li>• Behaviour management</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality.</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> </ul>	



<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with challenging behaviours and attitudes</li><li>• Ability to use authority and maintaining discipline</li><li>• An empathy for equality &amp; diversity</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li></ul>	



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