POST TITLE: Playworker	GRADE: Grade 1 SCP 1
RESPONSIBLE TO: Commercial Manager - Futura Commercial Services Ltd	

Responsible for:
No direct reports

Purpose of role:
Play Assistants organise, plan and take part in play activities with the children within our care. Play Assistants supervise the children efficiently whilst ensuring the children are happy and safe at all times.

Principle Accountabilities:

- Work as part of a team to implement a programme of term time after-school activities, delivered within a childcare framework that aims to meet the intellectual, physical social, emotional and cultural needs of the user group. Ensure that the activities on offer support the broader ethos of the school.
- Ensure that all aspects of own work are performed within established control procedures necessary for the professional operation of a childcare facility.
- Work as part of a team to ensure that the parents, carers and children's expressed wishes in respect of the delivery of the care they receive are facilitated where possible.
- In conjunction with the staff team assume responsibility for ensuring the building, its environment (and surrounding playground equipment if applicable) is safe, secure and that the risk from any identified hazards is minimised, reporting all repairs and faults to line Managers.
- In conjunction with other members of the staff team is available as a positive role model to children, offering them appropriate advice and support where necessary.
- With other team members attend regular meetings as required contributing to problem solving and decision making.
- Participate in the Staff Development and Appraisal Scheme.
- Carry out arrangements for transferring and escorting children from designated areas within the school in accordance with policies and procedures.
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
- Generally promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.
- To ensure that the facility location is maintained and kept to a first class standard and retuned ready for use during each school day.
- To undertake any other duties as required commensurate with the post.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	**Essential (E) or Desirable (D)**
Education/Qualifications	
Educated to A level or equivalent	**D**
Good level GCSE/O level in English and Maths	**E**
Industry accredited childcare qualification or teaching qualification	**D**
Experience	
Evidence of suitability to work with children and young people	**E**
Experience of working in a customer facing environment delivering exceptional standards	**E**
Experience of working with early years	**E**
Experience in dealing with complaints and enquiries	**D**
Cash handling experience	**D**
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	**E**

Enjoys working as part of a team and within a common goal environment	**E**
Ability to be flexible within shift patterns including early mornings and later evenings	**E**
A motivational and positive, infectious attitude	**E**
An 'own it' attitude ensuring standards are kept high consistently	**E**
Skills	
IT skills using Microsoft programmes, email and printing services	**D**
Strong customer experience engagement	**D**
Strong communicator across all levels	**E**
Cash handling experience	**D**
Attributes	
Committed to the Futura Learning Partnership aims	**E**
Committed to Equality and Diversity	**E**
Committed to own continuing professional development	**D**
Other	
Occasional work outside normal working hours - prior notice given	**E**