

Wraparound Care Playworker

Location	Totley Primary School (Sheffield)
Salary FTE	Grade 3 £23,500 to £23,893 FTE
Actual salary	£8,740 to £8,887 (with under five years' service)
Contract term	16 hours per week, 39 weeks, permanent
Responsible to	Wraparound care manager
Start date	As soon as possible
Closing date	Midnight Sunday 3 November 2024

The school

Totley Primary School is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and develop as people.

Our outstanding school covers the ages 4-11 and is two-form entry, accommodating approximately 425 children. The school is in the suburb of Totley in South Sheffield, on the edge of the Peak District.

The role

Totley Primary School is seeking to appoint an enthusiastic practitioner who is able to provide high quality play support to our children in our wraparound care facility. The role will follow a shift pattern on a rota basis. The shifts will be between the times of 7am to 9.30am and 2.45pm to 6pm.

We are looking for someone who can complement this team who is a self-starter, able to work using their own initiative and who is prepared to work outside their comfort zone from time to time. The sky is the limit though and you will have the chance to be as creative as you like as you grow and develop extended services in the school alongside the established team.

The candidate

The right candidate will have:

- experience ideally gained within a busy and demanding environment
- a keen desire in children's development
- an ability to work using their own initiative
- an alignment to a can-do culture
- the capability to maintain effective relationships
- a high level of communication skills and the ability to relate positively to children and adults
- the talent to adapt to changing situations and learn new skills
- a keen eye for ensuring the safety of our pupils

Job description

Purpose

Support pupils' development and care at the Nook Kids' Club at Totley Primary School.

Key responsibilities

Support for pupils

- Assist in the organisation and running of sessions, creating a safe, constructive and stimulating multi-cultural environment for children.
- Be involved in the setting up and clearing away at the start and end of each session.
- Listen and respond to children's needs and encouraging them to own their learning journey.
- Provide support and coaching for children to develop their interpersonal skills, play skills and understanding of the world.
- Keep the work environment healthy, safe and secure.
- Attend staff meetings and staff development meetings when appropriate.
- Maintain pupil records where necessary.
- Establish and maintain relationships with other school staff and parents/carers, to ensure a joined-up approach to each child's care.
- Assist in organising and supervising children in transition from school and clubs.
- Ensure the standards of behaviour are maintained and comply with school behaviour policy, golden rules and learning attributes.
- Provide refreshments, ensuring that food hygiene and health and safety standards are met.
- Support children in their personal care.
- Administer first aid.
- Organise and maintain play equipment, ensuring its safe storage.

General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the co-headteachers to reflect or anticipate changes in the role which are commensurate with the grade and job title.

Person specification

Role: Wraparound Care Playworker

Attributes	Essential	Desirable	Assessment
Qualifications and training		<ul style="list-style-type: none">Childcare, Playworker or Teaching Assistant Qualification	<ul style="list-style-type: none">ApplicationInterviewReferences
Experience	<ul style="list-style-type: none">Experience in working with children	<ul style="list-style-type: none">More than 2 years minimum experience in working with children	<ul style="list-style-type: none">ApplicationInterviewReferences
Skills and knowledge	<ul style="list-style-type: none">Strong communication skillsEffective organisational skillsEfficient record keepingAbility to work positively as a member of a team		<ul style="list-style-type: none">ApplicationInterviewReferences
Personal qualities	<ul style="list-style-type: none">FlexibleHonest and reliableCalm under pressurePatientEmpatheticTeam playerHigh personal and professional standards		<ul style="list-style-type: none">ApplicationInterviewReferences

How to apply

- All candidates must complete the following application process:
 - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
 - in all cases written references will be taken up and made available to interviewers before the final selection stage
 - an email and/or letter will be sent to shortlisted candidates with details of the interview process
 - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
 - Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for
 - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or enquiries@totley.sheffield.sch.uk.
 - For more information about the application process, please email recruitment@merciatrust.co.uk

The closing date for applications is Midnight Sunday 3 November 2024.

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.

