



Play worker (Wrap-around) – JOB DESCRIPTION

ACCOUNTABILITY

Responsible to: School Business Manager and the Head teacher.

CORE PURPOSE

To support the running of a high quality wrap-around child care service for St. John's CE Primary School.
To provide an environment of care and support to students.

KEY TASKS

- Undertake full care of the pupils who attend the wrap-around service.
- Undertake appropriate responsibility for the running and administration of the wrap-around service.
- Ensure safeguarding and health and safety standards are high and a priority.
- Participate in training, meetings and keep records.

ACTIVITIES BY KEY TASK

- Develop positive, professional relationships with the pupils, to ensure wellbeing.
- Provide full care for the pupils including the provision of healthy breakfast/afternoon snack.
- Develop a caring and interested attitude toward the pupils in addition to a supervisory relationship.
- To ensure safe storage of food and resources.

Undertake appropriate responsibility for the running of the wrap-around service

- To liaise with school staff where necessary.
- Organise with co-workers the ordering, preparation and safe storage of foodstuff.
- To support the planning and implementation of play tasks.
- Take part in the day to day organising and storage of materials and equipment.
- Develop positive, professional relationships with school staff and pupils.

Ensure safeguarding and Health and Safety of pupils

- Be responsible for ensuring the safeguarding and health and safety of the pupils both indoors and out in the playground.
- To follow the school's safeguarding and reporting policies and procedures.
- To positively implement the school's behavior policy.
- To keep full records and make reports for any accident or incident in line with the school policy.

To participate in training and meetings

- Undertake training as may be appropriate for professional and personal development and in the best interests of the school.
- Staff will be expected to undertake essential training annually.
- Core Training will consist of:
 - (i) Induction training
 - (ii) Emergency first aid.



- (iii) Food & Hygiene Certificate.
- (iv) Child Protection/Safeguarding

- Attend meetings deemed appropriate by line manager.

I agree to the above job description

Post Holder.....Date.....

Head Teacher.....Date.....



PLAY WORKER – PERSON SPECIFICATION

SHOW A COMMITMENT TO:	
Safeguarding and promoting the welfare and wellbeing of all pupils	E
Valuing all members of the school community	E
Working in partnership with governors, parents, and the wider community	E
Effective teamwork and collaboration within the school and with external partners	E
Using and promoting new technologies across the school	E
Your own professional development and professional learning	E
QUALIFICATIONS:	
Evidence of relevant professional development	E
Safeguarding training	D
EXPERIENCE:	
Previous experience as a play worker within a primary school setting	D
Working within a team	E
SAFEGUARDING, EQUALITY & INCLUSION:	
Demonstrate knowledge and understanding of safeguarding and child protection	E
Evidence of commitment to promoting the welfare and safeguarding of children and ensuring all staff and volunteers share this commitment	E
Demonstrate knowledge and understanding of equality and the relevant legislation linked to this	D
Attention to detail	E
KNOWLEDGE, ABILITIES & SKILLS:	
Ability to set and achieve ambitious, challenging goals and targets. Importance of play and knowledge of the benefits.	E
Knowledge of a wide range of strategies for managing pupil behaviour	E
Ability to deal successfully with situations that may include change and/or conflict resolution	E
Evidence of managing budgets and resources effectively	E
PERSONAL ATTRIBUTES:	
A positive and enthusiastic approach to school life – a sense of fun!	E
Possesses good written and oral communication skills	E
Has the ability to prioritise, plan and organise yourself and others	E
Thinks creatively to anticipate and solve problems	E
Demonstrates the ability to embrace and enable change	E
Demonstrates good judgement and emotional intelligence	E
Remains resilient, robust, and calm under pressure	E