



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Ms G Keany



1. JOB TITLE

Job Title: Play Worker (Unqualified) Reports to: Breakfast/After School Club Supervisor
Breakfast/After School Club

Surrey Pay Grade S3

Date: September 2017

2. JOB PURPOSE

To actively work and participate under the direction of the Club Supervisor 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.

3. PRINCIPAL ACCOUNTABILITIES:

- i. To support the Supervisor 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.
- ii. To work with staff to maintain the Club to an agreed standard of cleanliness and hygiene and to advise the Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
- iii. To support the Club Supervisor in ensuring that all relevant records are maintained and attend staff meetings and training sessions as required.
- iv. To undertake other duties and responsibilities of an equivalent nature as determined by the Club Supervisor.
- v. To be aware of and to implement national and local guidelines in order to safeguard and promote the well being of children.

4. WORK CONTEXT

The government are looking at ways in which childcare provision can be extended from the 'traditional school' environment. Introducing Breakfast/After School Clubs is one way in which they are achieving this.

The post holder will act as a role model and be able to effectively communicate with children, parents, etc in order to maintain appropriate standards of behaviour and provide feedback to parents, carers, professionals, etc.

5. DIMENSIONS

Financial:

None

Non-Financial:

To actively participate in the operational delivery of good quality play and care provision for children and young people attending the Club.

Subordinates:

None

6. PERSON SPECIFICATION

Education, Training and Work Qualifications

Method of Assessment

Essential:

Good standard of general education

Desirable:

Paediatric First Aid Certificate

Knowledge

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.

Skills and Abilities

Essential:

Ability to:
Provide and facilitate an inclusive, safe and creative play and incorporating the play principles.

Desirable:

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.

Relevant Experience

Essential:

Desirable:

Experience of working with children aged 4 - 11 years.

Experience and understanding of multi-agency and partnership working.

Other Requirements

Essential:

To be willing to undertake further training as required.

Desirable: