



Job Description

Job Details	
School Name	
Job Title	Playworker Level 2
Grade	Grade C
Primary Purpose of Job	To assist with the operation of an out of school club for nursery and school age children.
Responsible to	Line Manager / Head Teacher
Responsible for	Not applicable.
Principal Responsibilities	Assisting with the operation of a before-school where before-school care is offered, after-school and holiday club in accordance with agreed policies. Ensuring the provision of high quality childcare and appropriate play opportunities for all children attending the club. Liaison with parents and other appropriate agencies.

Main Duties	
1.	To provide good quality, inclusive, safe, play and care including meeting children's individual needs, supervision of activities and outings, provision of refreshments and collection and delivery of children as necessary.
2.	To prepare health snacks for the children and escort them to and from school where before-school care is offered.
3.	To be responsible for monies including fees, trip money and lunch money where appropriate.
4.	To provide good quality, creative, appropriate play opportunities in a safe and child-centred environment and via a Children's Rights-Based approach.
5.	To provide support and a safe and secure environment for children with specific additional requirements e.g autism, ADHD or a physical disability, after appropriate training.
6.	To prepare appropriate activities and assist in programme planning.
7.	To encourage parental and community involvement and support for the club, and participate in events to raise the profile of the club.
8.	To support the development of the club, including striving to achieve positive outcomes for children and young people.
9.	To liaise with parents, schools and other agencies in order to promote the club and ensure the children or young person's well-being.
10.	To accompany children on overnight residentials as and when required, being aware at all times of the children's safety and well-being.

Main Duties	
11.	To ensure that premises and equipment are kept in a clean and safe condition and to be responsible for security when necessary, in line with Health and Safety legislation.
12.	To administer first aid when appropriately qualified as appropriate.
13.	To support the Line Manager in working towards the Ofsted standards.
14.	To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework.
15.	To wear a uniform if provided and identification when working in the relevant Club.
16.	To work flexibly including early mornings, afternoons and evenings.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 October 2018



Person Specification

Job Details	
School Name	
Job Title	Playworker Level 2
Grade	Grade C

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Understanding of child development and the importance of play.	Application Form / Interview
2.	Ability to provide and facilitate appropriate and creative play activities in a child centred environment.	Application Form / Interview
3.	Understanding of good quality childcare and how to care for children in a sensitive and responsible way in line with Ofsted standards.	Application Form / Interview
4.	Deal with difficult situations in a confident and responsible manner, in line with School Policies.	Application Form / Interview
5.	Ability to respond to and meet children's individual needs and rights and build appropriate relationships with them and their carers.	Application Form / Interview
6.	Accurately record and process information.	Application Form / Interview
7.	Demonstrate effective organisational skills, with the ability to plan, develop and priorities work in order to meet deadlines.	Application Form / Interview
8.	Demonstrate effective communication skills in order to deal with parents and children attending the relevant club.	Application Form / Interview
9.	Ability to work as part of a team and under own supervision using initiative.	Application Form / Interview
10.	Awareness of Health and Safety at work.	Application Form / Interview
11.	Understanding of and the ability to meet the needs of a multi-cultural community.	Application Form / Interview
12.	Understanding of and the ability to work with children with behavioural difficulties, SEN or disabilities.	Application Form / Interview
13.	Understanding and commitment to equal opportunities and be able to demonstrate this within the work environment.	Application Form / Interview

Skills and Knowledge		Method of Assessment
14.	Awareness of safeguarding principles and safe working practices.	Application Form / Interview
15.	Displays commitment to the protection and safeguarding of children and young people.	Application Form / Interview
16.	Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedures.	Application Form / Interview
17.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	NVQ Level 2 in a relevant area of work.	Application Form / Certificate
2.	Experience of working with children in a play environment.	Application Form

Work Related Circumstances		Method of Assessment
1.	Willingness to undertake appropriate training linked to the Council's Performance Development Review.	Application Form / Interview
2.	Ability to work flexible hours where required.	Application Form / Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.		Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	Paediatric First Aid.	Application Form / Interview
2.	Basic Food Hygiene certificate.	Application Form / Certificate
3.	GCSE Mathematics and English Grades 9-4 (A-C) or equivalent.	Application Form / Certificate

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.