

School:	Clarendon Road Primary School
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Job title:	<i>Lunchtime Playworker (Level 1)</i>
Grade:	<i>1B</i>
Location of work:	<i>Playground and classrooms</i>
Directly responsible to:	<i>Lunchtime Coordinator</i>
Directly responsible for:	<i>Children's play and welfare</i>
Hours of duty:	<i>1hr 30mins – midday Mon to Fri</i>

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Primary purpose of the job

To assist in the provision of lunchtime play activities for children

Main duties and responsibilities/accountabilities

- To assist in providing safe, creative play opportunities for children
- To participate in the preparation and delivery of appropriate play activities
- To assist in setting up and clearing away of play equipment and resources
- To encourage children to participate in planned activities and become involved in playing alongside other children
- Establish good relationships with children, acting as a role model and being aware of and responding to individual needs
- Ensure that all children have equal access to opportunities to play, learn and develop.
- To assist in securing the safety, welfare and good conduct of children attending the club
- Promote good behaviour, dealing with incidents in line with the club's behaviour policy, reporting any incidents or difficulties to senior staff
- Administer first aid as appropriate, recording all details in first aid book
- To assist in the preparation of food and drink and supervise children eating
- To keep all areas clean and tidy, mopping up any spillages from floors and table
- To supervise children appropriately at all times in designated play areas, corridors and toilet facilities
- To assist with the handover/collection of children to/from other areas of the school where applicable and ensure their safe handover to staff at the end of lunch.
- To assist with day to day administration and record keeping
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting any concerns to the appropriate person
- To be aware of emergency procedures eg fire drill and what action to take
- To maintain safe working practices and keep systems, equipment, and records in good order.
- To assist with the monitoring of the effectiveness of the activities provided.
- Promote and maintain constructive relationships with parents/carers, encouraging parental involvement and support of the club.
- Contribute to the school's ethos, aims and development
- To attend any necessary training

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

- The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.
- To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.
- To undertake any other such duties that are reasonably commensurate with the level of this post

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: *Sept 2023*

Prepared/revised by:

Headteacher: Mrs Rachel Gallagher

Agreed job description signed by holder: