



## Basildon CE Primary

### JOB DESCRIPTION

## Basildon Extra Playworker Wraparound Care

**Employing Authority:** The Governors of Basildon CE Primary School

**Post Reference No:** PW

**Local Authority:** West Berkshire

**Diocese:** Oxford

**Job Title:** Playworker (After School Club)

**Grade/Salary Range:** B

#### JOB PURPOSE

To assist with the day to day provision of before and after school play care for children aged 2 - 11 in a safe stimulating environment

To work with others accepting the distinctive nature and Christian character of the school as stated in the Mission Statement

**Hours:** Term time only; 3.15-5.00pm Monday – Thursday

**Reporting to:** Playleader; in their absence, Deputy Playleader

#### MAIN DUTIES AND RESPONSIBILITIES

1. To assist in the effective provision for the delivery of creative play opportunities in a safe and caring environment.
2. To implement, support and work within all policies and procedures.
3. To work under the direction of and liaise with the Playleader and Deputy Playleader.
4. To liaise with school staff, where necessary.
5. As required take part in the collection and escort of children from school to the Club / Club to school and safe delivery to the parents or named carers.
6. To assist in the provision of full care for the children including providing varied and nutritious snacks when required.
7. As part of the team take part in planning and delivering activities which provide a variety of experiences, ensuring adequate supervision of indoor and outdoor activities.
8. To carry out the day to day administration, record keeping, etc in liaison with the Playleader and Deputy Playleader.
9. To promote positive communication with parents and carers and encourage parental involvement and support of the club.
10. To comply with Health and Safety requirements conducting; safety procedures, monitoring the condition of play equipment, providing first aid when necessary.
11. To attend meetings as appropriate including, line management sessions, staff meetings and annual appraisals.
12. To attend compulsory and suitable training, which may occur out of delegated hours
13. To carry out all responsibilities and activities within an equal opportunities framework



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**Person Specification**

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Wraparound Care**

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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	A commitment to training	Level 2 in play work or equivalent  Current First Aid Qualification
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	An understanding of quality childcare  Ability to provide and facilitate creative play  Ability to meet children’s individual needs	Experience of working with 2 - 11 years children in group setting  Computer Literate  Knowledge of Special Needs Support  Artistic/craft/drama skills
<b>Work-related Personal Requirements</b>	Ability to work on own initiative using sound judgement and common sense  Flexible approach to role  Understanding of and commitment to Equal Opportunities	Experience of handling money
<b>Other Work Requirements</b>		A current driving licence