

Children, Education & Families Directorate

**JOB DESCRIPTION**

**Job Title:** Breakfast / After-school Club / Holiday Playscheme Playworker  
**Service/School:** Name of school  
**Grade:** G4  
**Hours:** (Post involves work outside the normal school day.)  
**Job Type:** Permanent/Fixed Term (Delete as appropriate)  
**Responsible to:** Playleader  
**Responsible for:** N/A  
**Budget responsibilities:** None

**MAIN PURPOSE OF THE JOB:**

To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies

**MAIN DUTIES:**

- \* To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- \* To deputise for the playleader when required.
- \* To assist the playleader in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- \* To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- \* To support the playleader in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- \* To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- \* To assist with day to day administration and record keeping.
- \* To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
- \* To administer first aid and medication as appropriate.

\* To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.

\* To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council's Community Childcare and Play staff.

\* To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the playleader or headteacher.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable.

# OXFORDSHIRE COUNTY COUNCIL

## SELECTION CRITERIA

### Job Title: Breakfast / After-school Club / Holiday Playscheme Playworker

#### ESSENTIAL CRITERIA

##### **Educational achievements, Qualifications, Training and Knowledge:**

\* Level 2 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting)

OR

Level 2 early years/childcare qualification (defined as full and relevant by the Teaching Agency to work in an early years setting) AND evidence of commitment to achieve the above (or a level 3 qualification in Playwork)

OR

A commitment to obtain a Level 2 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting)

- \* Training in safeguarding children at 'generalist' level, as defined by the Oxfordshire Safeguarding Children Board, within past three years, or a commitment to complete this within 3 months of recruitment
- \* Current appropriate first aid certificate or evidence of commitment to achieve this within 3 months of recruitment
- \* Food safety/hygiene qualification at Level 2 or above.
- \* Good standard of basic spoken and written English

##### **Experience:**

- \* Experience of working with children in a paid or unpaid capacity
- \* Experience of working as part of a team

##### **Job related aptitude and skills for this post:**

- \* Ability to communicate effectively with children and adults
- \* Ability to put knowledge of the Early Years Foundation Stage and Ofsted Childcare Register requirements into practice in the club
- \* Ability to use initiative, within framework of policies and procedures
- \* A commitment to high quality inclusive childcare and play
- \* Ability to attend work regularly and on time

##### **Personal qualities:**

- \* A positive approach to learning and gaining new skills through teamwork and training opportunities.
- \* Ability to maintain confidentiality

##### **Special requirements:**

- \* Satisfactory enhanced Criminal Records Bureau disclosure
- \* Ability to occasionally attend meetings/events outside normal hours of work for this post.

##### **Physical:**

- \* Ability to move equipment/small items of furniture when setting-up/clearing play area.

##### **Equal opportunities:**

- \* Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.

## **DESIRABLE CRITERIA**

### **Experience:**

- \* Experience of working with disabled children.
  - \* Experience of managing challenging behaviour in work with children.
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**Please note:** Oxfordshire County Council is in the process of rationalising and re-organising office accommodation across the county. The impact of this Better Offices Programme will include the provision of good quality modern work-style offices in accessible locations that allow better delivery of services.

However, it is unlikely that this school-based post will be affected by this programme.