

Claremont Fan Court School



Job Description

Job Title:	After School Club (ASC) Playworker
Reports to:	ASC Deputy Manager
Purpose:	To provide safe, high quality care and creative play opportunities for children aged between 3 and 11 years within the after school club and to work in partnership with parents, carers and teachers to promote the well-being of the children at all times.
Hours:	3.00pm to 6.00pm Monday to Friday; the ASC is open 3.15pm to 5.45pm in term time (35 weeks including INSETS)
Salary:	£16,320 - £21,420 pa pro rata depending on qualifications and experience; 15 hours/week of 35 weeks including INSETS, FTE 33.04% making the actual annual salary £5,392 to £7,077 (10.27/hr to £13.48/hr inclusive of holiday pay).
Holidays:	25 days plus bank holidays pro rata
Pension:	Group pension scheme with 12% employer contribution with minimum 3% employee contribution



Key Responsibilities

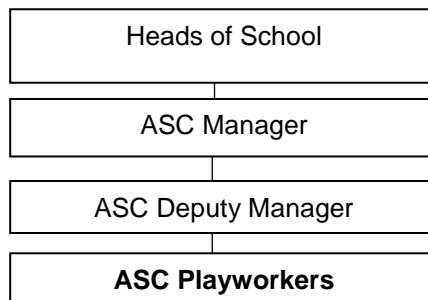
To run activities and assist with the day to day organisation of the after school club whilst being supervised, this will include:

- providing safe, creative, appropriate play, rest, or study activities, preparation of those activities, organisation of programmes, especially participating in the activities with the children, tidying up after activities, etc.

- being friendly and approachable both to children, staff and parents
- encouraging parental involvement and support
- liaising with parents, school representatives, other child care or play-related agencies and visitors
- welcoming parents and prospective parents
- carrying out all responsibilities and activities within an equal opportunities framework
- taking part in the day to day administration, record keeping, ordering and purchasing of materials and equipment when requested
- Any other duties consistent with the nature and grade of the post.

Organisational chart:

Playworkers work within the After School Club. The immediate line diagram of responsibility is as follows:



Contextual Information:

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This school values each of its learners and actively seeks to clearly see evidence of the God-given potential in every child.



Claremont Fan Court School



Position Outline and Person Specification

After School Club - Playworker

Position

A part time playworker is required for the After School Club as soon as possible.

Outline

- The role is to assist the ASC Deputy Manager and Manager in providing a safe and fun environment for our children after school.
- The Playworker reports to the ASC Deputy Manager.
- All staff are expected to demonstrate a willingness to promote and be loyal to the ethos of the School.

Background and Accommodation

The After School Club is housed in bright, modern classrooms in a self-contained environment with supervised access to extensive outdoor facilities. Set in 99 acres on the beautiful Claremont estate, we have excellent caterers and are well resourced.

Person Specification

The successful candidate is likely to meet and/or demonstrate the following characteristics:

Essential:

- Experience of working with groups of 3-11 year olds
- Ability to provide and participate in safe, creative, fun and stimulating play
- An understanding of good childcare practices
- A commitment to equal opportunities
- Ability to communicate at all levels
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to work as part of a team
- Ability to take training relevant to the job (which may fall outside normal hours of work)

Desirable:

- Childcare qualification e.g. CACHE, Early Years, NVQ 2 or equivalent or willingness to train
- A current first aid certificate or willingness to train
- Food hygiene certificate or willingness to train
- Computer literate
- Some experience of administration
- Ability to work on own initiative