

GLF Schools – Job Description

Job Title	Senior Play Worker	Job Reference	
Location	Cuddington Croft Primary School	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To assist the Extended Services Manager in the general day-to-day running of extended services provision, ensuring the orderly conduct, welfare and safety of the children during the transition to the club room and whilst in attendance at the club. To take a lead role within the team in order to create a happy, stimulating and safe environment for all children, encouraging sharing, cooperation and inclusion for all. To lead staff and children in promoting positive behaviour and embed the values of the school. To meet regularly with the Extended Services Manager to discuss planning and any other business relevant to the role, including safeguarding, staffing, resources, grocery requirements, behaviour management, any concerns, attendance, risk management etc. To deputise for the Extended Services Manager as and when necessary. 			
Key accountabilities			
<ul style="list-style-type: none"> To assist the preparation, setting-up, delivery and clearing away of the provision on a daily basis. To deliver and evaluate a varied programme of high quality play opportunities in a safe and stimulating environment ensuring that any potential risks are identified and assessed; ensuring this is shared with the staff team. To consult children in the planning and evaluation of activities. To ensure that all children, regardless of ability or needs, are able to access planned activities or free-play games and to show any differentiation in the planning process. If necessary in the absence of the Extended Services manager, to complete a staff rota ensuring that all staff are effectively deployed, leading organised activities as well as free play and that this is shared with the staff team. To provide support to the staff in their delivery of activities ensuring that high standards of supervision and interaction are maintained at all times. To ensure that children remain within the permitted areas of the school and to intervene in any situation where the safety of a child may be at risk. To promote and maintain high standards of hygiene, consistently and continuously promoting safety procedures including carrying out and recording fire drills in accordance with school policies. To maintain registers of attendance/absence and other child records and to ensure that this information is passed on to the Manager on a regular basis. To give comfort and support to all children. To establish and maintain positive working relationships with parents/carers in a way that supports children and values parental involvement and to report any areas of concern to the Manager. 			

<ul style="list-style-type: none"> • To adhere to the schools behaviour management policy when dealing with behavioural incidents. • To administer basic / paediatric first aid where appropriately trained. Ensure that the accident form is completed accordingly and that parents/carers are informed as required. • Report any incident that has given cause for concern to the Manager, and ensure that policies and procedures are adhered to including the completion of any reports required. • To ensure that any information relevant to the child's welfare is communicated to the relevant adults (Class teacher / Parents etc.). • To monitor the premises (inside & outside, equipment and resources reporting any potential hazards or faulty equipment to the Manager). • To ensure that the extended services provision provides a warm, welcoming and enjoyable experience at all times. • To take a lead role in planning and providing nutritious and healthy snacks whilst ensuring that hygiene and health and safety standards are met. • To follow the school safeguarding policy. • To ensure confidentiality is maintained at all times in accordance with and School policies. • To deputise for the Extended Services manager in their absence.
Other
<ul style="list-style-type: none"> • To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Manager. • To participate in Performance Management and contribute towards setting targets for Continued Professional Development. • To attend and participate in training sessions relevant to the job role of Senior Play Worker.
Accountability
<ul style="list-style-type: none"> • To the Extended Services Manager. • Head Teacher or other designated senior manager of Cuddington Croft Primary School. • GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
<p>GLF Schools 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. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>