

### GLF Schools - Job Description

Job Title	Play Worker	Job Reference	CP-PW-2017
Location	Chestnut Park Primary School	Travel required	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To supervise the children in play areas and throughout the before and after school provision to ensure the orderly conduct, welfare and safety of our children .</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>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.</li> <li>To support the Leadership of the club whilst it is session</li> <li>To supervise the movement of children between classrooms, and play and dining areas</li> <li>To give comfort and support to individual children.</li> <li>To initiate and encourage positive play.</li> <li>Observe all children in the supervision area and, where necessary, instruct an individual child or children, to move to another area of the playground, explaining the reason for this decision.</li> <li>To provide an enjoyable play experience for all children attending the Before and After School Club</li> <li>Stop any activity by children which may become too boisterous and may result in an accident.</li> <li>To establish and maintain positive working relationships with parents/carers in a way that supports children and values parental involvement.</li> <li>Work alongside the Manager and staff team to ensure that the philosophy behind the Care Provision is fulfilled.</li> <li>In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for a child to summon help from other staff. Ensure that the incident is properly recorded.</li> <li>To make contact and liaise with external agencies, when appropriate.</li> <li>Report any incident that has given cause for concern to the Senior Staff on Duty or Headteacher.</li> <li>Ensure that, where necessary, children form quiet, orderly queues, and behave in an appropriate manner.</li> <li>Approach any individual child who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to confide in the Class Teacher or Headteacher of the situation.</li> <li>Organise play activities that are age appropriate.</li> <li>Organise and Prepare snacks and healthy foods for the children, fulfilling all Food Hygiene Standards.</li> <li>Encourage sharing, cooperation and inclusion for all.</li> </ul>			
<b>Other Duties</b>			
<ul style="list-style-type: none"> <li>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</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>Accountable to the Headteacher and Office Manager</li> <li>GLF Schools expects its employees to work flexibly with 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.</li> </ul>			
<b>Safeguarding</b>			
<ul style="list-style-type: none"> <li>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</li> </ul>			

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.

### GLF Schools - Person Specification

Job Title: Play Worker		
	Essential	Desirable
<b>Education and Training</b>		
Basic general education	√	
<b>Professional and Experience</b>		
Experience of working with children	√	
Food Hygiene Qualification or willingness to complete them	√	
Paediatric First Aid or willingness to complete a course	√	
Experience working with young children in a school or childcare setting	√	
<b>Knowledge and Skills</b>		
Ability to be open with children and have sympathy for their concerns.	√	
Ability to plan and support children in preparing snacks for the club	√	
Ability to prepare a basic menu for the children	√	
Ability to relate in a friendly but firm way with a wide range of personalities.	√	
Ability to encourage positive play and initiate games	√	
<b>Personal Attributes</b>		
Enjoys working as part of a team	√	
Supportive and encouraging nature	√	
Patient and resilient	√	
Friendly and approachable	√	
Outgoing and confident personality	√	
Flexible	√	
Good time manager	√	
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