



Job details

Job title:	Extended Schools Club Play Worker (Breakfast Club) – Christ the King Roman Catholic Primary School
Salary:	Grade B Wiltshire Pay Scales (£9.00 - £9.18 an hour)
Hours:	Part time: 7.45 – 8.45 pm Mon, Tue, and Wed, with potential for 2 further casual hours Thu, Fri depending on no's, for 38 weeks (Term Time only)
Contract type:	Permanent
Reporting to:	Breakfast Club Leader

Main purpose

- To assist with the day-to-day organisation of Breakfast Club. To provide care and supervision of children attending the club(s) and the initiation of play and other interesting and/or fun activities.
- Promote the Catholic ethos of the school

Duties and responsibilities

- Greets children on arrival and ensures the safe delivery of children to their class at the end of the session.
- Prepares and provides refreshments to children attending clubs as and when appropriate and in accordance with policy and procedure.
- Organises and leads safe, creative and appropriate play opportunities in accordance with the planned and published programme of activities for the club.
- Supervises and supports pupils undertaking school homework activities and assignments at the club.
- Performs day to day administrative tasks including record keeping and ordering materials and equipment as required by the club leader.
- Administering Basic First Aid as appropriate.
- Informing parents of the activities in which children have participated and any other relevant pastoral issues.
- Provide information to assist in the compilation of reports and cooperate with other professionals working for the benefit of the children.



- Attend meetings as requested, provide advice and support to the Club leader in compiling the programme of activities and to deputise in the absence of the Club Leader.
- Carry out all duties with reference to and in accordance with club/school policies, practices and procedures.

Supervision and Management

- The job holder does not have regular supervisory responsibility for other staff but occasionally has to supervise them when deputising for the Club leader. They may also be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

- Work is largely regulated by laid down procedures but there is some need to resolve routine problems such as disputes between children.

Key Contacts and Relationships

- | | |
|-----------------------------|---|
| • Club Leader | Directions and duties |
| • School Staff and Children | To “hand over” children and to pass on information or messages from parents |
| • Parents | Collection of children and information/messages from parents to school |
| • Children | Organisation, care and leadership of club activities |

Decision Making

- The jobholder makes decisions such as the timing of refreshments, the order of activities within the daily programme of activities, and makes recommendations on the activities to be included on the Play Programme to the Club Leader.

Resources

- The jobholder is required to use resources carefully but is not personally accountable for their security.

Working Environment

- Indoor open-plan classroom space with kitchen and playground.
- General background noise of children playing
- Outdoor work but not in extreme conditions
- Potential of hay fever or asthma at certain times of the year when supervising outdoor activities. Bending and crouching is involved and the jobholder is likely to come into contact with body fluids.

Knowledge and Skills

- No specific or formal qualifications are required but the jobholder must have a caring and energetic approach to working with children, and the ability to relate well to them and motivate them.



The Breakfast Club Play Worker will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the kitchen assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

Criteria	Qualities	
	Essential	Desirable
Qualifications and experience	<p>A positive approach to gaining qualifications, and continuous professional development.</p> <p>Some understanding of the importance of Health & Safety and Food Hygiene in the workplace.</p> <p>GCSEs or equivalent grade C or above in English.</p>	<p>Play worker Qualifications or similar.</p> <p>Health & Safety certificate.</p> <p>First Aid certificate.</p> <p>Completion of other relevant courses.</p>
Skills and knowledge	<p>An understanding of the principles of play work.</p> <p>A commitment to the provision of high quality childcare.</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities.</p> <p>Enthusiasm for consulting with children.</p> <p>Creativity to devise new ideas and engage the children in activities.</p> <p>Experience of working with children.</p>	<p>Previous experience of play work with children aged 4-11 in a voluntary or paid capacity.</p> <p>Interest in the care, learning and development of young children.</p> <p>An interest in art.</p>
Personal qualities	<p>Excellent communication skills, with children, colleagues, advisors and parents/carers.</p> <p>Patience, punctuality, reliability and trustworthiness.</p> <p>A positive approach to inclusive practice, with children, parents/carers and colleagues</p> <p>Enthusiasm for working with children and young people.</p> <p>Supportive of the Catholic ethos.</p>	<p>Good organisational and planning skills.</p> <p>Flexibility/ adaptability.</p> <p>Able to work in small teams.</p>



Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2019

Next review date: June 2020

Headteacher signature:

Date:

Postholder's signature:

Date:
