

DECOY COMMUNITY PRIMARY SCHOOL



Position Title	Play worker (Breakfast and After School Club))		
Location	On school site		
Reporting to	Governing Body		
Grade	B		
School	Decoy Community Primary School		
Effective date of JD	September 2022	JE Job Number	G.1235

Job Purpose including main duties and responsibilities:

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To assist the Play leader in providing a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of leisure activities for children.

Main Duties & Responsibilities:

Activity Planning

- To provide a safe, creative and appropriate play opportunities for a range of age groups
- Preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in.

Liaison

- To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
- To encourage parental involvement and support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.
- To share good practice with other Play workers as needed, including membership to local Play Forums;
- To work with and gain support from Devon County Council's Early Years and Childcare Service
- Liaise with Designated Safeguarding Officer (DSO) as appropriate

Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- Ensure that risk assessments are completed prior to commencing activities with children;

- Ensure that food preparation and handling within Decoy Primary is carried out within the guidelines of the Food Safety Act 1990;
- Where food is provided, to ensure that it is wholesome and nutritious in accordance with recommended dietary requirements and that food preparation/ handling is carried out within the guidelines of relevant legislation. Ensure that children's behaviour is managed in a suitable manner

Direct Play work

- Support the Play leader in planning a wide range of creative, stimulating, appropriate and fun activities;
- Consult with the children in order to plan activities they are interested in;
- Ensure that play meets the full range of children's individual and group needs;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish

Premises

- To ensure good standards of hygiene and cleanliness are maintained at all times;
- Ensure secure access is maintained at all times
- Ensure suitable registering processes are maintained at the start and the end of the day

Other

- To undertake continuous professional development, including short courses and qualifications relevant to play work;
- To promote the aims and objectives of Decoy Primary;
- To understand and adhere to Setting policies, procedures and standards at all times;
- To ensure Decoy Primary offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
- To assist with the preparation and maintenance of materials and equipment;
- Recording accidents in the accident book;
- Ensure children are collected in strict accordance with Decoy Primary's Child Collection Policy;
- To ensure Decoy Primary offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
- To ensure confidentiality within Decoy Primary at all times;
- To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Play leader.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	An understanding of the basic principles of play work	Previous experience of play work with children in a voluntary or paid capacity	Interview Application form
Practical Skills	Creativity to devise new ideas and engage the children in activities Ability to engage with children, and promote confidence and participation	Good organisational and planning skills	Interview
Communication	Ability to communicate effectively with children, parents, carers and other agencies Fluent in use of the English language to ensure the welfare and safety of children and support their language development		Interview Application
Personal Qualities	A commitment to the provision of high quality childcare Enthusiasm for consulting with children Excellent communication skills, with children, colleagues, parents/carers. Patience, punctuality, reliability and trustworthiness Enthusiasm for working with children and young people A positive approach to gaining further qualifications, and continuous professional development A positive approach to learning and gaining new	Interest in the care, learning and development of children and young people Flexibility/ adaptability Able to work in small teams Vigilance to ensure safety and security of children and staff at all times	Application form Interview

	skills through teamwork and training opportunities		
Commitment to safeguarding		Knowledge of and commitment to safeguarding protocol	Interview Application TRAINING WILL BE PROVIDED
Education and Training	Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	Completion of a recognised Level 2 full and relevant qualification Health & Safety certificate First Aid certificate Completion of other relevant courses	Application form Interview
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary.		OH1