



Pear Tree Primary School



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Out of School Club Playworker Permanent

Salary: Grade 2 (actual Salary £12,093)

22.5 hours per week (38 weeks per year)

- + Pension Scheme (LGPS)
- + The Cornovii Trust Employee Assistance Programme
- + Additional Cornovii Trust Benefits

Job Purpose

To work as an effective member of an out of school club team delivering a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the club's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

Main Areas of Responsibility

- Supervise children and young people and prepare creative and appropriate play opportunities for them.
- Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the club supervisor.
- Assist children with their personal hygiene tasks and at snack time, as appropriate.
- Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary.
- Clean and tidy the play area at the end of each session.
- Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures.
- Ensure safe arrival and departure of children and young people.
- Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club.

Reporting to: Out of School Club Manager

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager on an annual basis.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and The Cornovii Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Important

The Rehabilitation of Offender Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature: _____ Date: _____

Print Name: _____

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	NVQ Level 2 NVQ Level 2 in Play Work / Child Care (or equivalent) Commitment to train in relevant field.	NVQ Level 3 in Play Work / Child Care (or equivalent) First Aid Health and Safety Safer Handling Basic food hygiene certificate
Experience	Experience of working with children	Previously worked in out of school child care.
Skills & Abilities	Good literacy and numeracy skills, Good interpersonal and communication skills. Ability to interest, encourage, and engage children Ability to work as part of a team. Flexibility of approach to work. Ability to maintain confidentiality; having tact and diplomacy where necessary.	Confident Responsible
Personal Qualities	Willingness to work hard. Awareness of and commitment to equal opportunities and valuing diversity. Creativity and enthusiasm to promote a positive school image to the school and local community.	