



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

JOB DESCRIPTION AND SPECIFICATION

Position:	Before School Club Playworker	Reports to:	Headteacher
Scale:	Level 1, 2019 Local Government Pay Scale Points 2-3	Hours:	1 hr per day, 5 hrs per week, term-time only. Monday – Friday 7:50 am - 8:50 am.

Purpose or function of the job:

To work as part of the Breakfast Club team, supporting the club in attaining its aims of providing a safe, interesting and stimulating environment for children of the school between the ages of 4 and 11 years who attend the club.

Main responsibilities:

- 1 Work in accordance with school policies, risk assessments and procedures to ensure the safety and welfare of staff and children attending the club.
- 2 Control access to the club: ensure the gate remains securely closed, open the gate as children arrive and ensure an accurate register is taken.
- 3 Check if parents have pre-paid and collect ad hoc fees as required. Advise School Business Manager of any problems.
- 4 Assist in tidying up at the end of the club.
- 5 Engage children in creative, safe and appropriate play activities.
- 6 Maintain control and discipline
- 7 Administer first aid as appropriate
- 8 Ensure that the fabric of the building and the equipment/resources used by the club are safe and secure reporting any defects to the School Business Manager.
- 9 Develop and foster good relationships between the Club, the parents, the school and the children, attending meetings and training as required.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification

Qualifications	Essential / Desirable	Method of Assessment
Recognised qualification in Supporting Teaching and Learning e.g. City Guilds, CACHE or completed apprenticeship	D	Application form and certificates
Current First Aid certificate	D	Certificate
Evidence of a commitment to ongoing CPD	D	Application form/letter
Experience		
Previous experience of working in a primary school or other childcare/education setting on either a paid or voluntary basis	D	Application form/letter/interview
Range of school experience (size/year groups etc.)	D	Application form and letter
Basic skills/characteristics and competencies		
Motivated by the opportunity to work with young children	E	Application form/letter/interview
Passion for supporting children to achieve the best possible outcomes	E	Application form/letter/interview
Evidence of being able to use behaviour management strategies to control and discipline children when required	D	Application form/letter/interview
Ability to engage in an appropriate manner with children of ages ranging from 4 -11	E	Application form/letter/interview
Sufficient numeracy, literacy and ICT skills to be able to support children in their learning evidenced by appropriate qualifications and/or past experience and/or references from previous employers	D	Application form/qualifications/interview/references
The ability to converse at ease with pupils, parents/carers and members of the public and to provide advice and information in spoken English	E	Interview and letter of application
Equality issues		
Thorough understanding of an inclusive club and a commitment to equal opportunities within the context of the club and the school.	E	Interview
Personal qualities		
Enthusiasm and energy for the job role	E	Letter/interview
Self-motivation and resilience	E	Letter/interview
Punctual, reliable and trust worthy	E	Letter/interview
Professional appearance	E	Interview day
Support for the ethos and values of a Church school	E	Letter/interview
Safeguarding		
Evidence of a commitment towards Child Protection and Safeguarding procedures	E	Interview/references

Park Street CofE (VA) Primary School is committed to safeguarding and promoting the well-being of all its pupils and expects all staff, parents and volunteers to share in this commitment.