

# John Blow Primary School



## The Woodlands - After School Club Play Worker

### Job Description

We are seeking an additional member of our wrap-around care provision from January 2024. We are looking for a support worker to help create a fun and engaging provision for our learners beyond the school day.

**Hours:** 16.25 hours per week term time only (3.00pm-6.15pm Monday-Friday).

**Contract:** Temporary (1 year)

**Payment:** NJE Grade 1 (1) (£22,366 p/a)  
(Actual salary £11,183 p/a)

**Purpose of the Job:** To assist the ASC Leader in the development, organisation and day to day management of the after-school club.

#### 1. Main Duties:

- To contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 4 and 11 years of age.
- To assist in the planning, organisation, provision and evaluation of play sessions as part of a small team.
- To endeavour to meet the individual needs of all the children attending The Treehouse and to help provide a warm, caring and safe environment.
- To assist where necessary with daily administration and record keeping.
- To take responsibility for groups of children in activities as an individual or supported by other team members.
- To establish good working relationships with parents using The Woodlands and to provide opportunities for feedback.
- To be conscious of safety at all times, and to follow the Health and Safety policy.
- To follow the school's safeguarding policy and procedures.
- To administer first aid as appropriate and to keep records of any accident or incident.
- To carry out all responsibilities and activities within an equal opportunities framework and to promote equal opportunities within all aspects of the work.
- To work within all agreed policies and procedures.
- To work supportively with the after-school club leader and senior leadership team.

#### 2. Skills and Ability

- Experience of working with 4-11 year olds.
- A good knowledge and understanding of child development.
- Understanding and commitment to deliver high quality childcare.
- Ability to use a computer to support in planning and administration purposes.
- First Aid certificate (training provided where needed).

- Basic Food Hygiene certificate (training provided where needed).

### **3. Working Environment**

Working with children is demanding and requires stamina and resourcefulness. This role will require physical effort, such as occasional moving of furniture and more regular moving of equipment and resources. Most activities will be undertaken within school premises. The Woodlands play workers will follow behaviour policy and procedures with regard to sanctions, and reporting to parents/carers and school staff.

### **4. Equipment**

The Woodlands play workers benefit from being competent in the use of computers and other equipment to support with administration e.g. planning, finding resources, register sheets, food orders; and also, an awareness of suitable apps/programmes for use during sessions and to include in planning.

### **5. General**

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

### **6. Special notes or conditions**

This role is subject to an enhanced DBS disclosure and related checks to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policies.

**Job description created by: Ben Carver and Katie Holden**

**Date: 28.11.23**

**Approved by NCC HR Team: June 2022**