

**Position: - Play-Worker**

<b>Job Title:</b>	<b>Play-Worker</b>
<b>Hours:</b>	<p>Full and part time positions, term time and non- term time maybe a shift pattern. You will also be required to attend stafftraining days/meetings in the academic/business year.</p> <p>You will be required to work in our breakfast, afterschool or summer play scheme department.</p> <p>Working hours typically start at 7.30am and finish at 6.00pmor during the day for our play schemes.</p> <p>Positions available term time and 51 weeks a year</p>
<b>Contract Type:</b>	Permanent/Temporary
<b>Salary:</b>	Up to £10 per hour – depending on qualifications and experience
<b>Responsible to:</b>	Setting Manager/Deputy Headteacher/Headteacher/Director

**Job Description:**

As a playworker, you will create opportunities and spaces in which children can play. You will plan the resources and environment so that children can play in their own way. You will support children to take managed risks and provide play activities that help them develop as individuals. To care for and supervise the children, making sure that they are safe and happy.

**General Main Duties and Responsibilities:**

- Developing, planning and organising indoor and outdoor play activities for children aged three to sixteen years of age.
- Some experience of working in an educational sector.
- To provide a high standard of physical, emotional, behavior, social and intellectual care for children placed in the setting.
- Be able to work well as a member of a team, support all staff and engage with the management team.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn through play.
- To build and maintain strong partnership working with parents to enable children's needs to be met.
- Be patient, tolerant at listening to and socialising with children.
- Be aware of health and safety issues.
- Safeguarding knowledge and training.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.

- To report immediately to the manager/ head teacher of any concerns, e.g. safeguarding, over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To attend staff training, meetings as and when required.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks and cleansing of equipment. Ensuring good standards of safety, hygiene and cleanliness are maintained at all times.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- Ability to work on with your own initiative.
- Supervising children for fair behaviour during play at all times.
- Child led activities, allowing them to make decisions about full control of their play space.
- Preparing breakfast and snacks for the children.
- Plan play space to capture children's imagination with equipment indoors and outdoors and making sure play areas are safe activities.
- Understand children and young people's self-directed play
- Competent in using IT to support play and club administration.
- Manage a budget, keeping records of petty cash
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To record any accidents and incidents and report to manager and parents/carers.

## Playworker Personal Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Play-worker Level 2 or 3, NNEB,CACHE, BTEC or NVQ</li> <li>• Educated to GCSE level with English and Math at A*/9 to C/4or equivalent.</li> <li>• First Aid/Pediatric trained</li> <li>• Safeguarding knowledge and training</li> <li>• 1 year minimum of working in an educational setting</li> <li>• Food Hygiene and Safety Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Forest School Knowledge</li> </ul>
<b>Skills, Knowledge, Experience &amp; Aptitude:</b>	<ul style="list-style-type: none"> <li>• To provide a high standard of physical, emotional, social and intellectual care for children place in the setting</li> <li>• Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion</li> <li>• Know the legal requirements, national policy and guidance on the safeguarding of children</li> <li>• Ability to prepare and plan effectively</li> <li>• Good organisational skills</li> <li>• Ability to prioritise and management time effectively</li> <li>• Ability to work part of a team.</li> <li>• The ability to use ICT effectively to engage with the children</li> <li>• Evidence of good management skills</li> <li>• Create a happy, stimulating, challenging and effective learning environment</li> <li>• Involvement and commitment to all aspects of settings life</li> <li>• Commitment to personal welfare and safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to whole school development</li> <li>• Willingness and ability to contribute to extra-curricular activities</li> </ul>

<p><b>Physical:</b></p>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> </ul>	
<p><b>Personal Qualities:</b></p>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic</li> <li>• Able to motivate self and others</li> <li>• Calm under pressure</li> <li>• Well-organised</li> <li>• A desire to make a difference to the lives of the children you teach</li> <li>• A willingness to learn and develop new skills</li> <li>• Reflective practitioner</li> <li>• Professional at all times</li> <li>• Good written and oral communication skills</li> <li>• Enthusiastic and positive, approachable, accessible and flexible</li> <li>• Ability to plan time and organise work effectively</li> <li>• Ability to work with as part of a team towards a common purpose</li> <li>• An excellent attendance and punctuality record</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and commitment to equal opportunities issues</li> <li>• Commitment to inclusion</li> <li>• Brings personal interests and enthusiasm to the setting community</li> </ul>

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre-employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

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