



Job Description

After School Club – Wrap Around Play Worker

Holy Trinity C of E Infants School

Salary and Hours

Hours: 15 hours per week term time only (3.00pm-6pm Monday-Friday).

Contract: Permanent

Payment: £6,289 Pro-rata per annum amount (£18,198 – Full time amount)

Role Description

Purpose of the Job: To assist the ASC supervisor in the development, organisation and day to day management of the ASC.

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 ASC 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 ASC and to provide opportunities for feedback.
- To be conscious of safety at all times, and to follow the Health and Safety policy.
- 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 supervisor 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.

- A suitable childcare qualification (NVQ Level 3 or equivalent in childcare, or working towards Level 3)
- 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. Our expectations of behaviour are very high. The ASC play workers would be expected to follow behaviour policy and procedures with regard to sanctions, and reporting to parents/carers and school staff.

4. Equipment

The ASC play workers benefit from being competent in the use of computers and other equipment to support with ASC 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.

Additional duties:

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- 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.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Chief Executive Officer

Date: _____
