

Templemoor Infant and Nursery School



Breakfast Club Playworker

Application Pack





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Welcome to Templemoor

September 2021

Dear Applicant,

Thank you for your interest in the position of Breakfast Club Playworker at Templemoor Infant and Nursery School.

Templemoor is a happy and vibrant, over-subscribed infant and nursery school in Sale Moor. Our children are enthusiastic and eager to learn and all our staff are dedicated to delivering an excellent standard of education to the children in our care throughout the school day and beyond. Our mission statement is 'to provide the highest quality teaching and learning in a happy, stimulating environment'. We are a high achieving school and care passionately about our children.

As part of our provision, the school runs its own outstanding out of hours school club known as 'The X Club'. The club provides for pupils aged 3 to 11 years from both Templemoor Infant and Nursery School and Moorlands Junior School.

We currently require extra Breakfast Club staff to work in close partnership with our Breakfast Club team to ensure that the Club provision continues to be a warm, welcoming and successful out of school care facility. This is a unique and exciting opportunity to work in a popular, friendly and successful school with a real family feel. You must be enthusiastic, friendly and hardworking and willing to provide a safe and secure environment for the children attending Breakfast Club. You will join our motivated team who are responsible for providing the children with breakfast, organising activities for the children to take part in and promoting positive play.

I very much look forward to receiving your application.

Best wishes,

Mr Stuart Hodgson

Headteacher



Important Dates

The closing date for applications
Friday 24th September 2021 at 12 noon

Shortlisting
Ongoing

Interview Date
Ongoing



Role Advertisement

Role: Breakfast Club Playworker

Salary: Unqualified - Band 1 Point 1 to 3 (actual salary £3170 to £3298 per annum) or Qualified - Band 2 Point 4 to 5 (actual salary £3364 to £3431 per annum)

Hours: 7:30am to 9am Monday to Friday, 7.5 hours per week - Term time only plus 5 days INSET

Contract: Permanent

Start Date: As soon as possible

We are looking for highly motivated Breakfast Club Play-workers to join our outstanding extended services team.

The role involves:

- Working in close partnership with the Club Manager, the Club Deputy and the rest of the team.
- Delivering a range of exciting activities to Early Years, Infant and Junior children.
- Supporting the rest of the club team in ensuring that all policies and procedures are adhered to.
- Ensuring a calm and safe environment.
- Communicating effectively with parents and carers.
- Maintaining the outstanding ethos of the school and the Club.

You MUST:

- Be highly motivated, friendly and hardworking.
- Be passionate about providing high quality care for children.
- Be able to build strong relationships with children and parents.
- Enjoy working as part of a wider team.
- Be well organised.
- Be an excellent communicator.
- Be able to prepare and deliver a variety of age-appropriate activities.
- Be reliable, have excellent attendance and keep to good timekeeping.
- Have a sound understanding of safeguarding children.

If you believe you have the qualities we are looking for, we would love to hear from you.

An application pack can be downloaded from our school website at templemoorinfants.co.uk

Please send completed applications electronically to Mrs Kim Cook (School Business Manager at recruitment@templemoor.trafford.sch.uk). Please note: an application form must be completed as CVs will not be accepted.

The closing date is **12 noon on Friday 24th September 2021**.

We will shortlist once we receive your application, with interviews following up to and including Friday 1st October 2021.

Starting Date: As soon as possible.

Templemoor Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. An enhanced DBS check is required for all successful candidates.



Job Description

| | |
|-------------------------|--|
| JOB TITLE | Breakfast Club Playworker |
| RESPONSIBLE TO | Extended Services Manager and Deputy Breakfast Club Manager |
| RESPONSIBLE FOR | No direct staff or budgetary responsibilities |
| GRADE AND SALARY | Unqualified - Band 1 Point 1 to 3 (actual salary £3170 to £3298 per annum) Qualified - Band 2 Point 4 to 5 (actual salary £3364 to £3431 per annum) |
| HOURS OF WORK | 7:30am to 9am Monday to Friday. 7.5 hours per week, term time only plus 5 days INSET. |
| START DATE | As soon as possible. |

JOB PURPOSE

To help provide safe, high quality play opportunities and care for children in an inclusive environment.

To work under the direction of the Extended Services Manager and Deputy Breakfast Club Manager to fulfil legal and statutory requirements and to contribute to and implement policies, procedures and practices within the Breakfast Club in line with the ethos of the school.

The post holder is responsible for ensuring that all school safeguarding policies are adhered to and concerns are raised in accordance with these policies.

MAIN DUTIES

- To provide high quality and creative play opportunities for the children in Breakfast Club.
- To ensure that the welfare and safety of children is promoted within the setting and any child protection concern is always appropriately acted upon immediately.
- To help ensure that the Breakfast Club is a safe environment for children and staff, that equipment is well-maintained, standards of hygiene are high and safety procedures are implemented at all times.
- To assist in the clearance of any spillages and the wiping down, clearing or resetting of tables as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To ensure records are properly maintained and updated, e.g. the daily attendance register.
- To assist the Club Manager/ Deputy Manager in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- To supervise the safe movement of children on and off the premises.
- To assist with the safe handover of children from parents/ carers to the Club and from the Club to Class Teachers.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To work as a strong team, liaise with relevant staff, and contribute to the promotion of the Club.
- To administer first aid and medication as appropriate.
- To participate in relevant training, staff meetings and development activities.
- To liaise closely with parents/carers.

- To respect confidentiality at all times.
- To act professionally at all times.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Extended Services Manager, Breakfast Club Deputy Manager, School Business Manager and Headteacher.



Person Specification

Please read this Person Specification carefully: it will be used to assess each candidate's suitability for short-listing for interview. You should state any and all experience you have acquired to date in order to demonstrate how you meet the criteria to work at Templemoor Infant and Nursery School.

| | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|---|-----------|-----------|---|
| QUALIFICATIONS | | | |
| A desire to take part in school training. | ✓ | | Application |
| GCSEs in Maths and English or equivalent. | | ✓ | Application/ Documentary evidence |
| Appropriate childcare qualifications. | | ✓ | Application/ Documentary evidence |
| Paediatric First Aid (or be willing to work towards this qualification). | | ✓ | Application/ Documentary evidence |
| EXPERIENCE | | | |
| Experience of working with children. | ✓ | | Application/ Interview |
| Experience of working with children aged 3 to 11 years in a school, play, childcare or out of school setting. | | ✓ | Application/ Interview |
| Experience of encouraging play with groups of children. | | ✓ | Interview |
| KNOWLEDGE | | | |
| Knowledge of child development. | | ✓ | Application/ Interview |
| An understanding of healthy eating. | ✓ | | Interview |
| Knowledge of how to provide play activities for children. | ✓ | | Interview |
| An understanding of and commitment to Equal Opportunities ensuring compliance with all relevant legislation. | ✓ | | Application |
| An understanding and commitment of the school's vision, values and policies. | ✓ | | Interview |
| SKILLS AND ATTITUDES | | | |
| Commitment to the aims and ethos and values of the school. | ✓ | | Interview |
| Professionally discrete and able to respect confidentiality at all times. | ✓ | | Application/ Interview |
| Ability to create an inspirational and stimulating child centred play and care environment. | ✓ | | Interview |

| | | | |
|--|---|--|---------------------------|
| Excellent behaviour management skills. | ✓ | | Interview |
| Excellent interpersonal skills with the ability to inspire confidence amongst parents and colleagues. | ✓ | | Interview |
| Ability to work under the direction of others and as part of a team. | ✓ | | Interview |
| The ability to inspire curiosity and a love of learning amongst young children. | ✓ | | Interview |
| Ability to adapt to change at short notice. | ✓ | | Interview |
| A positive approach to children with special needs and a commitment to ensuring that individuals achieve their potential. | ✓ | | Interview |
| The ability to respond creatively to new challenges. | ✓ | | Application/ Interview |
| COMMUNICATION | | | |
| Excellent communication skills and interaction skills with children parents, carers and staff. | ✓ | | Interview |
| PERSONAL QUALITIES | | | |
| Patience - the ability to remain calm and consistent. | ✓ | | Application |
| The ability to be well organised but also flexible enough to respond to the needs and enthusiasms of individual children. | ✓ | | Application |
| Displays warmth, care and sensitivity when working with children. | ✓ | | Interview |
| Adaptable to changing circumstances and new ideas. | ✓ | | Application |
| To maintain a good sense of humour, a willingness to learn and the will to strive for excellence. | ✓ | | Application |
| Positive and enthusiastic. | ✓ | | Interview |
| A commitment to participate in development and training opportunities in order to continually improve practice and skills. | ✓ | | Application |
| A willingness to take a full role in the life of the school. | ✓ | | Interview |
| High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | ✓ | | Application |
| SAFEGUARDING | | | |
| Ability to safeguard and promote the welfare of children. | ✓ | | Interview |
| Appreciates the significance of safeguarding and interprets this for all individual children whatever their life circumstances. | ✓ | | Interview |
| Has a good understanding of safeguarding procedures. | ✓ | | Interview |
| Can demonstrate an ability to contribute towards a safe environment. | ✓ | | Interview |
| Shows a personal commitment to safeguarding. | ✓ | | Interview |



Making an Application

The Application Form

If you would like to apply for this post please download and complete the application form on the school website.

Your supporting statement should address the selection criteria detailed in the Person Specification. Please return your completed application by email to:

recruitment@templemoor.trafford.sch.uk

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. Please ensure that you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed. **CVs will not be accepted.**

The closing date for applications is **12 noon on Friday 24th September 2021**, although we will be reviewing applications made before this date.

References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification.

The Interview

The interview will consist of questions from the interview panel. Interviews will take place at the school.

Data Protection

Should you be unsuccessful with your application the school will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

Any questions?

Should you have any further questions then please email the School Business Manager via the email address above.



Safeguarding Information

The welfare, safety and security of all children in our school is of paramount importance to all members of the Templemoor community.

This information sheet provides a summary of our safeguarding and child protection procedures for prospective candidates at the recruitment stage. Please refer to our full safeguarding policy documents on our school website (templemoorinfants.co.uk) for more details.

Recruitment and Vetting

- CVs will **NOT** be accepted. Candidates **MUST** use the official application form.
- Providing false information is an offence and could result in an application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.
- Shortlisted applicants **must** complete a criminal self-disclosure form.
- At least one member of the recruitment panel has been trained in Safer Recruitment.
- At least two references will be sought for all prospective staff members at interview stage, including one from your most recent employer.
- All staff members will be required to undergo an enhanced DBS (Disclosure and Barring Service) check, which will be repeated periodically.
- Knowledge and understanding of safeguarding children will be explored at interview.
- If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence) and original qualification certificates.
- Candidates will need to provide proof of eligibility to work in the UK.
- The successful candidate will be required to complete a Medical Declaration and receive fitness for work.

Safeguarding Policies

- All staff members must adhere to our Child Protection and Safeguarding Policy, which has been written in line with current national guidance and legislation, having regard to their responsibilities for reporting any concerns to the Designated Safeguarding Lead.
- All staff members must undertake child protection training and repeat this training annually.

Safe Learning Environment

- All staff members must adhere to other related policies and guidance, e.g. health and safety policy, risk assessments, e-safety policy etc. in order to maintain a safe learning and working environment for all.