

Role Title	Responsible to
Breakfast Club Playworker	Extended Services Manager and Deputy Extended Services Manager
Salary Grade	Hours
Band 1, points 6 to 10 (unqualified) Band 2, points 11 – 15 (qualified)	7:30am to 9am, Monday to Friday, Term time only plus training days.
Job Purpose	
<p>To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos, policies and procedures.</p> <p>The post holder is responsible for ensuring that all school Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.</p>	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. To assist with the provision of care and creative play opportunities in consultation with children and other Club Staff. 2. 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. 3. To assist with the safe handover of children from parents/ carers to the Club and from the Club to Class Teachers. 4. To support the Club Manager/ Deputy Manager in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. 5. To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation. 6. To assist with day to day administration and record keeping. 7. To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the Club. 8. To administer first aid and medication as appropriate. 9. To participate in relevant training, staff meetings and development activities. 10. To maintain constructive relationships and communicate with parents/carers. 11. To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the Club Manager/ Deputy Manager 12. To respect confidentiality at all times. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Plan activities which may contribute to a child's individual learning portfolio. 	

Indicative knowledge, skills and experience

- Experience of working with children.
- A good standard of basic spoken and written English.
- Qualifications for Band 2 SCP 11 – 15 salary rate: A level 2 qualification in childcare or playwork or the equivalent.

Safeguarding

The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements. The position will be offered to a successful candidate on the basis of a cleared enhanced DBS check and suitable professional references.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Selection Criteria		
		Essential Criteria
A	Educational achievements, Qualifications, Training and Knowledge	<ul style="list-style-type: none"> • Completion of a recognised relevant Level 2 qualification e.g. 'NVQ 2 Playwork' (for Band 2 salary scale). • Current appropriate Paediatric First Aid qualification or evidence of commitment to achieve this within 3 months of recruitment. • Food Hygiene Qualification or evidence of commitment to achieve this within 3 months of recruitment. • A positive approach to gaining further qualifications and continuous professional development.
B	Experience	<ul style="list-style-type: none"> • Previous experience of playwork with children aged 3 - 11 in a voluntary or paid capacity. • Experience of working as part of a team.
C	Job related aptitude and skills for this post	<ul style="list-style-type: none"> • Excellent communication skills, with children, colleagues and parents/carers. • Ability to use own initiative. • A commitment to high quality inclusive childcare and play. • A good standard of basic spoken and written English.
D	Personal qualities	<ul style="list-style-type: none"> • Ability to maintain confidentiality. • Patience, punctuality, reliability and trustworthiness. • A positive approach to inclusive practice, with children, parents/carers and colleagues. • Enthusiasm for working with children and young people. • Ability to maintain the highest standards of professionalism.
E	Physical	<ul style="list-style-type: none"> • Ability to move equipment/small items of furniture when setting-up/clearing play area.
F	Equal opportunities	<ul style="list-style-type: none"> • Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services
G	Safeguarding	<ul style="list-style-type: none"> • To be committed to the school's policies on safeguarding children and equal opportunities. • The ability to work in a way that promotes the safety and wellbeing of all children. • Two fully supported references. • Satisfactory Enhanced DBS.