

Meldreth Primary School
Play Worker – Wrap Around Care Job Description



Salary: Scale 2 - point 12 (£15,523 per year equivalent £8.05 p/hour)

SAFEGUARDING CHILDREN: All staff are required to follow the school, LA and National Safeguarding and employment policies/ agreements to ensure that all children are safeguarded as a priority in our wrap around care setting. Staff are expected to report any concerns, by following proper child protection procedures already established in the school and working with the Designated Person(s) for Child Protection at Meldreth Primary School.

Core Purpose:

The points listed below are the Play Worker's responsibilities, as set out in the Wrap Around Care documents. Staff are required to act in accordance with the school's vision, values, aims, ethos, policies and practices and under the direction of the Wrap Around Care Committee and Governing Body. You are required to be highly competent in all elements listed below and to ensure that your achievements and contributions to the Wrap Around Care Setting are substantial and sustained.

Duties:

1. To assist in the Club, helping to ensure its smooth and reliable operation.
2. To work flexibly, providing cover for both morning and afternoon sessions in the Wrap Around Care setting.
3. To work under the direction of the Play Leader(s) to ensure that the operation of Wrap Around Care is smooth and reliable providing a safe, stimulating environment for all the children with creative and appropriate play opportunities.
4. To assist with the arrival and departure of children, ensuring that this is properly recorded and monitored
5. To be responsible, with the Play Leader(s), for ensuring that play materials and equipment are properly used, maintained and stored and to report any worn or damaged materials to the Play Leader.
6. To report any accidents/incidents to the Play Leader and administer appropriate first aid as required.
7. To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
8. To take part in training and appraisal appropriate to the job of Play Worker.
9. To have due regard to the provisions of Health & Safety at Work legislation, as detailed in the Health and Safety policy.
10. To work with the Play Leader(s) to ensure the safety of all those children in wrap around care in the event of a fire, fire drill or emergency.
11. Under the direction of the Play Leader, arrange and supervise the hygienic provision of refreshments for children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.
12. To ensure that the areas used by the Wrap Around Care Setting, as part of the Play Worker team, are left clean and tidy at the end of each session.
13. To assist in the day to day administration and record keeping, including financial transactions, following school policies and guidelines.
14. To act in a responsible and professional manner towards all children, parents and stakeholders at all times and undertake any other reasonable duties as directed by the Play Leader.

This job description will be reviewed on an annual basis, as part of the appraisal process and agreed during this process or in light of changes to need, policy and guidance

Signed: _____

Date: _____