

OFFLEY PRIMARY ACADEMY

Offley Primary



Academy



JOB DESCRIPTION

Position: OUT OF SCHOOL CLUB PLAYWORKER - THE ZONE

Dates: **Closing Date:** Monday, 9th April 2018, 9am
Interviews: Friday, 20th April 2018
Salary: National Living Wage
Location: Offley Primary Academy, Offley Road, Sandbach, Cheshire, CW11 1GY
Contract Type: Term Time (Afternoon Session 3pm – 6pm)

Job Purpose

The St. Bart's Multi-Academy Trust, in partnership with Governors, staff and children, wish to appoint an Out Of School Club Playworker who can demonstrate the potential to become an outstanding member of our team.

To work as an effective member of an out of school Club – The Zone. The Zone delivers a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the club's policies and procedures and statutory guidance on Safeguarding Children.

Offley Primary Academy are extending the before and after school care provision in The Zone and wish to appoint a Playworker to join our team.

This is a Term-time position and the successful applicant will cover Afternoon sessions 3pm – 6pm.

The post holder will be responsible for providing high quality care including organising snack time and co-ordinating play activities.

Personal Specification: Applicants should have a NVQ2 in Childcare or equivalent and have experience of working in a similar post. Full Job description is attached. The completed Application Form should evidence your experience.

The school is committed to ensuring the safety of all its pupils and the successful applicant will be subject to a satisfactory DBS disclosure.

Please return completed applications for the attention of the Principal via e-mail: head@offleyprimaryacademy.co.uk

Key Duties / Responsibilities

1.	Supervise children and young people and prepare creative and appropriate play opportunities for them.
2.	Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the club supervisor.
3.	Assist children with their personal hygiene tasks and at snack time, as appropriate.
4.	Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary.
5.	Clean and tidy the play area at the end of each session.
6.	Record and report any concerns relating to child protection in line with local policies.
7.	Ensure safe arrival and departure of children and young people.

8.	Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club
9.	Notwithstanding the detail in this job description, in accordance the Post Holder will undertake such work as may be determined by the School Principal from time to time, up to or at a level consistent with the Principal Responsibilities of the Post.