



Bolshaw Primary School

Job Description: BEFORE AND AFTER CHILD CARE ASSISTANT / PLAYWORKER

Title:	Before and After –Child Care Assistant / Playworker
Accountability:	The post-holder will be responsible to Bolshaw Primary School Governing Body, the Club Manager and Deputy Manager
Responsibility:	Child Care Assistants / Play Workers will be responsible for the day-to-day organisation of the before and after club.
Location:	Bolshaw Primary School
Hours:	7.30am - 9.00am. 2.45pm – 5.45pm Monday – Friday
Contract Type:	Permanent Full time and Part time roles

Purpose of the job:

To lead and be responsible for the day to day organisation of the Before & After School provision providing high standards of care and play opportunities for children between the ages of 4- 11 years old in a safe and secure environment.

Main Duties and Key Responsibilities:

Assisting and Delivering Before and After School Provision

- To assist in the day to day organisation of the Before and After-School Club
- To work as part of a team of play workers directed and supervised by the Manager
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To plan and deliver high quality creative and appropriate play opportunities in a safe, secure and caring environment
- Liaise with the school with regard to the needs of the children who attend the club

- To be the contact between the parents and the Before and After School Club
- To be responsible for the preparation of activities and organisation of programmes to meet needs of all children attending the club.
- Ensure that all children are treated as individuals regardless of race, culture, gender, sexual orientation or disability.
- To ensure the safety and accountability of all children at all times.
- To assist in the day-to-day administration; records/registration/timesheets etc.
- To maintain a good and informative rapport with parents.
- To be responsible for developing and maintaining a working relationship with all staff and outside agencies.
- To be responsible for ensuring that the building/equipment/materials are kept tidy and in good working order.
- To work within an equal opportunities framework and agreed policies.
- To administer First Aid as appropriate.
- To provide refreshments as required and to be aware of food/safety/hygiene regulations.
- To attend planning, training and evaluation meetings.
- To ensure the Health and Safety requirements within the play environment are met at all times.
- To undertake such other appropriate duties as may be assigned.
- To undertake training as requested.
- Be aware of the importance of confidentiality with regard information which you may have access to concerning children/staff/parents/carers.

Bolshaw Primary School



Person Specification

Job Title: 'Before and After School Club' Child Care Assistant / Play Worker

Attributes	Competency	Essential or Desirable	Selection method A=Application I=Interview
EXPERIENCE	Experience of working with children in a play or childcare setting	E	A,I
	Recent experience of working with children age 4-11	E	A,I
	Good knowledge and understanding of equal opportunities and special educational needs		
	Relevant experience	E	A,I
	Experience of administrative tasks	D	A,I
	Experience of working with children with additional needs	D	A,I
TECHNICAL SKILLS	Ability to facilitate play opportunities in a play or care setting	E	A,I
	Ability to respond positively and appropriately to individual children	E	A,I
	Ability to demonstrate practise that promotes and enables inclusion within the play environment	E	A,I
	Ability to recognise and act upon Health and Safety issues within a play/childcare setting	E	A,I
	Knowledge of Safeguarding and Child Protection procedures	E	A,I
	Good organisational and leadership skills	E	A,I
QUALIFICATION	NVQ level 3 in Child Care/ Playwork or equivalent	E	A,I
	Current Paediatric First Aid Certificate	E	A,I
	Willingness to undertake any training to support the role.	E	A,I
	Food Hygiene Qualification	D	A,I
	Full driving licence, Own transport	D	A,I
Generic Competencies (Please see further guidelines below)	Communicating Effectively	E	A,I
	Being Customer Focussed	E	A,I
	Effective Team Working	E	A,I
	Personal Organisation and Effectiveness	E	A,I
	Personal Development	E	A,I
	Making the Most of I.C.T. Competent in using computer systems including email, excel, Microsoft Word and Publisher	E	A,I
	Working safely	E	A,I
DI TI ON AL FA CT OR	Understands and actively supports Stockport Councils diversity and equality policy.	E	A, I

	To meet Stockport Council's standard of attendance.	E	A, I
	A willingness to be flexible in a changing environment	E	A, I

Competencies

The main purpose of the competencies is to define the standards of behaviour required by Bolshaw Primary School. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of Council's Employee Performance and Development Review scheme for all employees.

An assessment is carried out by the employee and their manager. The results are discussed as part of the Personal Development Review meeting.

Bolshaw Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

<i>Competency</i>	<i>Definition</i>
Communicating Effectively	<ul style="list-style-type: none"> Communicate effectively face to face, by telephone or written word with a diverse range of people Make effective use of new technology in communications contribution
Being customer focussed	<ul style="list-style-type: none"> Provides excellent customer service Develops and maintains positive working relationships with customers Contributes to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none"> Develops and maintains positive working relationships with other team members Develops positive working relationships with other teams both within and outside the organisation Contributes to the achievement of team goals
Personal Organisation and Effectiveness	<ul style="list-style-type: none"> Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> Can operate all technology necessary for the job role
Working Safely	<ul style="list-style-type: none"> Follows the Council and Service specific Health and Safety Policies Follows local health and safety procedures / practices