

ST WILLIAM OF YORK CATHOLIC PRIMARY SCHOOL

BREAKFAST CLUB PLAYWORKER

JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Headteacher/School Business Manager

Job Purpose: As part of a team, provide daily care for children attending the school breakfast club, ensuring the safety, welfare and good behaviour of all pupils. To provide a stimulating and creative environment, including breakfast, that supports healthy development in children.

Hours: 7.30am to 8.30am Monday to Friday Term Time only

Rate of pay: Band B (Scale 2)

Principal accountabilities:

- To plan and provide play activities in a structured environment and relaxed atmosphere, maintaining the overall quality of care at all times.
- To maintain a clean and safe environment at all times.
- To ensure the provision of age appropriate play, taking into account the individual needs of children as well as the group as a whole.
- To prepare drinks and breakfast as required.
- To ensure that all activities are conducted in accordance with school policies.
- To be aware of the needs of all children, particularly those of minority ethnic groups and those with SEN and Disability.
- To ensure that children are taken to class teachers at the end of each session.
- To maintain appropriate record keeping systems to ensure the smooth operation of the club.
- To keep required log sheets and to write reports as necessary.
- To undertake administrative duties necessary for the operation of the club.
- To support parents and encourage parental involvement.
- To initiate close liaison with parents and appropriate agencies.
- To administer First Aid as necessary.
- To maintain up to date accident records and ensure the First Aid Box is maintained.

- To supervise and ensure the safe and appropriate use of toys and equipment and notify the School Business Manager of any breakages.
- To ensure that all visitors and children are aware of the fire drill and evacuation procedures.

Person Specification

Personal Attributes required	Essential (E) or Desirable (D)
An appropriate level 3 play work or childcare qualification	(E)
Level 2 Food Hygiene qualification	(D)
Possession of a current First Aid certificate or willingness to work towards it.	(D)
Experience of working with 3-11 year olds	(E)
An understanding of good quality childcare	(E)
A commitment to equality and diversity	(E)
Ability to communicate at all levels	(E)
Experience of administration	(E)
Ability to work as part of a team	(E)