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**St George’s Primary School**

**Playworker**

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| Job Title | **Playworker** |
| Required by | **September 2025** |
| Reports to | **Mr Craig Johnson-Smith** |
| Hours of work | **15 hours, 2.45pm – 5.45pm** |
| Salary | **Band B/C depending in experience** |
| Closing date | **Friday 4th July 2025** |
| Interview’s commencing | **Week commencing Monday 7th July 2025** |

**Key Role at St George’s**

The role of the Playworker is to assist with the running of Dragon Club. This includes the provision of Breakfast Club from 7.30am, After School Club from 3pm until 5.50pm each day. (Dependant on Contract)

You will provide high quality care for the children before and after school, ensuring health and safety requirements are met and that high expectations are maintained at all times.

You will work as part of a team to actively support and pursue the aims of the school.

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| **Duties and Responsibilities** |
| * Plan and deliver a daily programme of activities for the children
* Ensure the delivery of creative play opportunities in a safe and caring environment
* Prepare activities for the children
* Provide full care for the children in the Dragon Club including
* collecting children from their classes
* Providing children with refreshments on arrival at the club
* Ensure all children are actively engaged in some activity
* Encourage all children to rotate through activities
* Liaise with school staff regarding children attending the club
* Administer first aid as appropriate
* Encourage parental involvement and support of the club
* Initiate close liaison with parents, schools and other childcare and play related agencies including Early Years Development and Childcare Partnership
* Work within agreed policies
* Agree to In-Service Training (INSET)
* Take responsibility with other staff members for following the club’s registration and departure procedures
* Take responsibility for the Health and Safety, Accident Prevention and smooth running of emergency procedures for both children and other members of staff.
* Support any unqualified or student playworkers to meet the above duties.
* Prepare and serve breakfast and afternoon snack in relevant sessions
* Take part in staff meetings and planning meetings
* Take part in staff training, and to take responsibility for keeping your own qualifications up to date e.g. first aid, food hygiene
* Utilise the school MIS and booking system effectively and efficiently using Ipads or laptops provided
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| **Keeping Staff and Children Safe** |
| * To ensure all staff and volunteers are suitable to be in close proximity with children and to report to the Business Manager regarding any concerns.
* To be aware of safety issues indoors and outdoors, ensure safety procedures such as risk assessment and fire drills are carried out and recorded, and ensure problems or defects are addressed, reporting to the Business Manager as required.
* To ensure that all members of staff are appropriately qualified in First Aid, Child Protection and Food Hygiene
* To work within the Local Safeguarding Children Board Guidelines and address any Child Protection issues appropriately.
* To ensure the security of the building is maintained and visitors are monitored.
* To maintain confidentiality as appropriate in dealings with children, parents and team members.
* To be aware of safety issues regarding escorting children to and from classes/school buildings and on trips out and ensure road traffic legislation, if using vehicles, is complied with.
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| **Positivity and Cohesion** |
| * To support the timetabling and attend team-planning meetings and ensure a programme of diverse play and/or educational opportunities is maintained as appropriate.
* To co-ordinate, with support, the planning of both individual and group opportunities for children in the childcare settings, ensuring that activities are appropriate to children’s social, emotional, physical and intellectual needs and interests.
* To ensure that children are provided with plenty of suitable choices of activity, both indoors and outdoors, and that activities are adequately supervised.
* To interact with the children, be a good role model, and show involvement in children’s activities as appropriate.
* To ensure positive play and learning environments are maintained that are welcoming, accessible, and comfortable and offer opportunities for a diverse range of activities both indoors and outdoors.
* To ensure premises, equipment and materials are prepared before the children arrive and tidied up after each session.
* To recommend the purchase of appropriate equipment and resources to support the play and learning programme.
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| **Communication and Care** |
| * To meet the childcare settings’ ‘key person’ procedures, ensuring good communications with parents are established regarding their children’s welfare.
* To ensure children are consulted with regarding the play and learning environments, resources and activities provided and their relationships with adults and other children within the childcare settings.
* To ensure children are observed as appropriate to ensure their needs are being met.
* To treat all children, parents and team members with equal concern, and be responsible for an environment, activities and resources that are accessible, develop understanding of diversity, and meet all needs.
* To ensure that sympathetic and nurturing relationships are developed with the children in the childcare settings, valuing their contributions and supporting positive behaviour and an ethos of respect for all.
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| **Essential Considerations When Working at St George’s** |
| To promote the ethos and mission of St George’s to be a school that ***Nurtures our community through opportunities, innovation and love*** |
| To ensure that we practice effective safeguarding procedures and keep our training up to date with an awareness of latest guidance published by Keeping Children Safe in Education (KCSiE) |
| Ensure that we always promote inclusion and equality in our actions and professional duties |
| Ensure that our actions and execution of our professional duties promote British values of:* Democracy
* Liberty
* Rule of Law
* Mutual respect
* Celebration of different cultures and religions
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| * Support and engage with the school’s ‘Living Well Strategy’
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| * Ensure that you follow all relevant staff conduct policies
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| **Safeguarding** |
| Support school’s safeguarding culture and prioritise safety and well being of children in our care at all times |
| Value and respect the views and needs of children and young people |
| Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people |
| Display commitment to the protection and safeguarding of children and young people |
| Work within organisational policies and procedures for safeguarding. Includes guidance from Wirral  |
| Ensure that you report any concerns including those regarding staff members to designated staff or in the case of the head teacher to the Chair of Governors |
| Ensure that annual training is updated |
| **General** |
| Adhere to all school policies and procedures, particularly those in relation to:* Safeguarding
* Equality and Inclusion
* Personnel and Human Resources
* Health and Safety
* Data Protection (UK GDPR)
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| Participate in any performance-related appraisal arrangements made by the school |
| Take responsibility for completing CPD and maintaining professional knowledge, skills and understanding |
| Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism |
| Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support |
| Ensure that all absences are reported following school’s absence reporting policies |

All candidates must be aware of the safeguarding nature of this work.

The school is committed to safeguarding the welfare of children and expects all staff to share this commitment.

This post is subject to an enhanced DBS check and satisfactory references.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

The successful candidates will receive a full induction for their role including safeguarding awareness and practice.

Our school promotes well-being in all staff and has committed to reducing workload.

We encourage staff to join trade associations (unions) and welcome positive input and feedback from trade associations.

**In line with Keeping Children Safe in Education, we will undertake general online searches for all shortlisted candidates, this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and You Tube. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.**

For further information about Safer Recruitment procedures please refer to the school’s website:

and Wirral Council’s Child Protection Procedures;.

**Personal Specification**

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|  | **Essential Attributes** | **Desirable Attributes** |
| **Qualifications**  | * A-C GSCE or Equivalent
* Current First Aid Certificate or a willingness to undertake First Aid training
* Basic Food Hygiene Certificate or a willingness to undertake training.
* Basic Health and Safety Certificate or a willingness to undertake training.
* Safeguarding Children Qualification or a willingness to undertake training.
 | * A Level 2 or 3 NVQ Qualification in Playwork/Classroom Support
* Evidence of further study
* Willingness to continue training to enhance role.
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| **Experience** | * Experience of working with children 3 - 11 in a voluntary or paid capacity
* Experience of planning programmes for groups of children and consulting with children
 | * Extensive experience in different settings
* Experience working with children with SEND
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| **Knowledge and Skills** | * Knowledge of safeguarding issues
* Awareness of safety issues
* Ability to work in a team
* Good communication skills
* Enjoy working with children
* Dealing with difficult behaviour
* Understanding a range of cultures
* Good standard of Education
* Good IT/Ipad Skills
 | * Knowledge of suitable games/activities
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| **Special Requirement** | * Disclosure and Barring Service check, Identity checks and references
* Friendly, fair and caring nature
* Adaptable, flexible, enthusiastic, reliable, punctual
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Verified by -