

## Job Description

Job Title: Wraparound Play Worker (Level 2 Qualified)

Responsible to: Wraparound Club Manager / Headteacher

Grade: D

Hours: 16 1/4

Location: Our Lady & St. Edward's

## Purpose of the Role

To provide high-quality care and play opportunities for children attending the school's wraparound provision before and after the school day. To ensure children are safe, happy, supported and engaged in a stimulating environment that promotes their wellbeing, development and enjoyment.

## Key Responsibilities

- Supervise and care for children attending the breakfast and/or after-school club.
- Plan, prepare and deliver a variety of age-appropriate, inclusive and engaging play activities.
- Encourage children's social, emotional and physical development through play.
- Promote positive behaviour and support children in developing confidence and independence.
- Ensure the safety and welfare of all children at all times, following safeguarding and child protection procedures.
- Prepare and serve healthy snacks or light meals in accordance with food hygiene procedures.
- Carry out daily risk assessments and help maintain a safe, clean and organised environment.
- Administer basic first aid where appropriate and report accidents in line with school procedures.
- Build positive relationships with children, parents, carers and colleagues.
- Work effectively as part of the wraparound team and contribute to maintaining a welcoming atmosphere.
- Maintain appropriate records, including attendance registers, accident forms and behaviour records where required.
- Follow all school policies and procedures, including Health and Safety, Safeguarding, Equality, Data Protection and Confidentiality.
- Attend relevant training, meetings and professional development opportunities.
- Undertake any other reasonable duties commensurate with the grade of the post.

## Person Specification

### Essential Criteria

- Level 2 qualification in Childcare, Playwork or an equivalent recognised qualification.
- Experience of working with children of primary school age.

- Good understanding of safeguarding and child protection responsibilities.
- Ability to provide a safe, stimulating and inclusive environment.
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Reliable, flexible and well organised.
- Positive, caring and enthusiastic approach to working with children.

#### Desirable Criteria

- Paediatric First Aid qualification (or willingness to undertake training).
- Food Hygiene Certificate.
- Experience working within a school or wraparound childcare setting.
- Knowledge of children's play, development and wellbeing.
- Understanding of behaviour management strategies.

#### Knowledge and Skills

- Ability to plan enjoyable play experiences that meet the needs of children of different ages and abilities.
- Understanding of health and safety requirements within a childcare environment.
- Ability to use initiative while recognising when to seek advice.
- Ability to maintain confidentiality and professional boundaries.
- Commitment to equality, diversity and inclusion.

#### Safeguarding

The postholder is responsible for safeguarding and promoting the welfare of children and young people and must comply with the school's safeguarding policies and procedures. The successful applicant will be required to undergo an enhanced DBS check with children's barred list clearance and satisfactory pre-employment checks.

#### General

The duties outlined above are intended as a guide to the main responsibilities of the post and may be amended from time to time following consultation with the postholder to reflect the changing needs of the school.