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**POST: TWISS GREEN LINK CLUB PLAYWORKER**

**PAY GRADE: Grade 3 SCP 4 - 5 (£21,189 - £21,575 pro-rata)**

**HOURS:  *Hours will be set across the operational rota:***

***7.45-9.00am and 3.00-5.45pm***

**RESPONSIBLE TO: *Link Club Leader***

**LINKS TO: Link Club Leader**

**School Leadership Team**

**PRIMARY SCOPE AND PURPOSE**.

1. To support in the development of a safe, stimulating environment for all children and young people through play and structured activities
2. To assist in the provision of an efficient and effective school link club.
3. To provide a safe, creative and imaginative environment for children before and after school
4. To assist in the provision of efficient and effective activities, support and development of all children attending of the school link club.

**KEY TASKS AND RESPONSBILITIES – LINK CLUB**

* Ensure all Health and Safety processes are complied with
* Assist in the delivery of age appropriate activities.
* Ensure that children receive nutritional snacks as part of each session.
* Understand and adhere to the requirements of safeguarding legislation and policies.
* Assist in the collection and delivery of children to and from the classroom.
* Personally participate in the School’s annual Performance Review and Development process
* Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection
* Participate in the delivery of specific activities if identified on individual care programmes
* To assist in creating a welcoming and supportive environment for all children and parents / carers young people who access the Link Club.
* To be involved in the research of equipment and resources, ensuring that they are appropriate

to the children’s needs, well maintained and safe to use.

* In the event of situations likely to comprise the safety or security of young people or buildings, implement the initial action within procedures and report to the manager.
* Responsible for the safeguarding and promoting the welfare of children in their care and recording any concerns and reporting these to the play leader.
* To undertake such additional duties as are reasonably commensurate with the level of this post.
* Carry out all duties with due regard to confidentiality and data protection regulations particularly with regard to pupil data
* Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools’ safeguarding and security policies at all times
* Undertake such additional duties as are reasonably commensurate with the level of this post.
* To attend all mandatory training.

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised: 23/11/2022

Prepared/revised by: Twiss Green Primary School

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Factors** | **Essential** | **Desirable** |
| **Qualifications** | 12 Hour paediatric Care First Aid Qualification or willingness to undertake training  Relevant Level 2 qualification relating to child care provision / play work or experience within a school environment  Willingness to undertake training in:   * Prevent * Child Safeguarding * Child Protection * SENCO – if required * Paediatric First Aid | A good standard of Mathematics and English skills.  Food Handling and Hygiene Level 2 certificate  NVQ Level 2 Catering or equivalent |
| **Experience** | Previous experience in working with children and/or young people, | Experience of basic catering provision  Experience of working within a School / Nursery / Link Club / Play scheme environment  Experience of working with pupils with complex physical and learning needs  Experience of delivering activities or play work with children |
| **Knowledge and Skills** | Outline knowledge of relevant legislation  Outline understanding of the relevant concepts and principles relating to catering hygiene, child play and development  Outline understanding of the procedures and processes in relation to Health and Safety Law.  Able to work during the school term, and wherever service need is required.  Ability to work within a team  Problem solving skills and the ability to  demonstrate initiative  Ability to maintain safe working  practices  Ability to manage time/resources | Understanding of promoting positive relationships with the wider school community  Outline knowledge of the relevant policies and procedures covering the service area.  Understanding of pre-school food and nutrition  Computer literacy knowledge of MS office – Outlook/ Word/ Excel  Knowledge of safeguarding and child protection legislation  Knowledge of the importance of play in child development |
| **Personal Qualities** | Ability to effectively liaise with other school employees, school leadership team  Well-organised and able to work to deadlines  Able to prioritise and work on own initiative with little close supervision. |  |