



St. Philip (Westbrook) CE Aided Primary School

Job Description for Before & After School Club

Play Worker – Link Club

Post Details:

Job Title:	Before & After School Club Play Worker – Link Club
Grade:	Grade 3, scp 4 - £9970 gross
Location of work:	St. Philip (Westbrook) CE Aided Primary School
Responsible to:	Head teacher, Business Manager, Link Club Supervisor, Governors
Hours of Duty:	22.50 hours per week term time only. (Five mornings and five afternoons each week) Morning hours will be 7.30am – 9am Afternoon hours will be 3pm – 6pm
Primary Purpose & Scope of the Job:	To provide appropriate play and learning activities in a safe, caring environment.

Working Relationships:

St. Philips Link Club colleagues, Head teacher, Business Manager, pupils, parents and Governors.

Key Tasks and Accountabilities:

- The post holder must carry out the duties with full regard to our whole school Christian Values, Equality & Diversity Policy, and the schools Health & Safety Policy.
- Be responsible for promoting and safeguarding the welfare of the children that you will work with.
- Help prepare and serve breakfasts and/or afternoon snacks as required.
- Cleaning of food preparation areas, equipment etc.
- Assist the supervisor with register procedures.
- Work within the school club policies and procedures.
- Ensure children are delivered to/collected safely from their classroom or designated point, promptly.
- Keep school staff and parents informed of any relevant information passed on, either verbally or in writing.
- To carry out all duties with due regard to confidentiality and data protection regulations.
- The post holder is responsible for the safeguarding and promoting the welfare of children.
- To undertake such additional duties as are reasonably commensurate with the level of the post.

St. Philip (Westbrook) CE Aided Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and fulfilling our statutory obligations as detailed in the DfE statutory Guidance, 'Keeping Children Safe in Education'. We are committed to recruiting candidates who share this commitment and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable and that all candidates are subject to appropriate pre-employment checks.

