



# St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

## **Link Club Playworker** **JOB DESCRIPTION**

Grade:	Grade 3 £24,404 fte (£12.65p/hr) term-time only
Location of work:	St. Philip (Westbrook) CE Aided Primary School
Responsible to:	Headteacher, Business Manager, Link Club Supervisor, Governors
Hours of Duty:	Must be available to work set days during link club opening hours; Morning hours will be 7.30am – 8.45am Afternoon hours will be 3.00pm – 6.00pm
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 link club policies and procedures.
- Be prepared to attend first aid training.
- Ensure children are delivered to/collected safely from their classroom or designated point, promptly.
- Keep school staff and parents informed of any relevant information that is 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.

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Previous work experience in a Link Club, School or Childcare setting	
<b>Skills</b>	<p>Demonstrate effective skills in working with children.</p> <p>The ability to offer creative play to children in a safe environment.</p> <p>An understanding of good quality childcare in a school or childcare setting.</p> <p>Have a working knowledge of Safeguarding &amp; Child Protection.</p>	Outgoing personality, sports or craft experience.
<b>Qualification</b>	Minimum NVQ Level 2 in Play Work, Childcare or Education and a commitment to develop CPD.	Certificates in Food Hygiene and First Aid.
<b>Special Aptitudes</b>	<p>Recruitment of a successful applicant will be dependent on enhanced DBS clearance and satisfactory references prior to commencing post.</p> <p>Ability to understand and demonstrate commitment to equality &amp; diversity.</p> <p>The ability to communicate at all levels.</p> <p>Being a team player.</p>	

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. This post is exempt from the Rehabilitation of Offenders Act 1974.

