

# Job Description



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	EYFS Playworker - in School Childcare (Extended Services)	<b>Post No</b>	
<b>Directorate</b>	People		
<b>Division</b>	Schools, Extended Services		
<b>Band and Salary</b>	Band B. (£22,737– £23,500 pro rata)		
<b>Responsible to</b>	Headteacher and Manager of Cranmore Little Acorns		
<b>Location</b>	Cranmore Infant School		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children		

<b>1.</b>	<b>Job Purpose</b>
	This is a part-time post which involves being part of a highly effective team in delivering a high quality childcare/education service to meet the needs of the children and their families.

<b>2.</b>	<b>Key Responsibilities</b>
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<b>2.1</b>	<b>Main Duties</b>
	<b>Provision</b> <ul style="list-style-type: none"><li>• To implement curriculum planning following the lead from the Childcare Manager including:<ul style="list-style-type: none"><li>○ Setting up of resources</li><li>○ Engaging with children</li><li>○ Assessing and recording progress</li><li>○ Clearing away</li></ul></li><li>• To be flexible and creative and be committed to providing first class childcare/education</li><li>• To promote good practice in a professional and inclusive manner</li><li>• To work within school policies and procedures</li><li>• To have an understanding of the National Standards</li><li>• To promote inclusive attitudes and practices</li></ul>

	<ul style="list-style-type: none"> <li>• To undertake such duties as may become necessary to ensure the successful running of the setting</li> <li>• To use initiative in developing displays</li> <li>• To ensure the facility is ready for use including food preparation, eating areas, play space</li> </ul> <p><b>Working in Partnership</b></p> <p>Children:</p> <ul style="list-style-type: none"> <li>• To work and interact with the children encouraging them to participate in all activities and projects</li> <li>• To encourage the children to be involved in initiating their own activities and projects</li> </ul> <p>Staff:</p> <ul style="list-style-type: none"> <li>• To work with other staff to plan and implement a varied, exciting and flexible range of activities, which are age appropriate</li> <li>• To work in partnership with other childcare/school staff as part of a highly motivated and professional team</li> <li>• Work in close partnership with all staff and support the whole school ethos</li> <li>• To work in partnership with the Manager to promote a positive and proactive approach in order to uphold a highly motivated and professional team</li> <li>• To complete day-to-day administration and record-keeping</li> <li>• To promote positive and inclusive partnerships with parents and close working relationships with school staff</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• To show a real commitment to your own on-going CPD through attending and participating in staff meetings and attending relevant training opportunities/courses</li> <li>• To be fully involved in whole school events e.g. Christmas and Summer fairs</li> </ul> <p>To have regard for the Health &amp; Safety policy and your responsibilities under it</p>
2.2	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Carry out Key Worker role by: <ul style="list-style-type: none"> <li>○ maintaining close liaison with class teachers in order to be aware of and respond appropriately to the needs of all children in your care</li> <li>○ Understand and apply the school behaviour systems in order for the children to learn and play within agreed parameters</li> </ul> </li> </ul> <p>Engage with personal Performance Management opportunities and identify and attend relevant personal Continuing Professional Development (CPD)</p>
2.3	<p><b>Safeguarding</b></p> <p>Cranmore Infant School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.</p> <ul style="list-style-type: none"> <li>• Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with</li> <li>• Refer any safeguarding issues to the school's DMS immediately.</li> </ul>
2.4	<p><b>Financial</b></p> <p>Advise Childcare Manager of personal thoughts for how finances could be best used to maintain and develop the provision.</p>
2.5	<p><b>Buildings &amp; Equipment</b></p> <ul style="list-style-type: none"> <li>• Support the Childcare Manager in the setting up, use of and clearing away of resources</li> <li>• Report any health and safety concerns to the Childcare Manager.</li> </ul>

	Be responsible for carrying out any other duties as required by the school which are commensurate with the post.
<b>2.6</b>	<b>Health &amp; Safety</b>
	Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.
<b>2.7</b>	<b>Information Management</b>
	As an employee e Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
<b>2.8</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. To engage with and adhere to all relevant schools policies eg. No Smoking, Health and Safety, Data Protection, Equal Opportunities and Safeguarding.

<b>3.</b>	<b>Other Conditions</b>
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<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	Cranmore Infant School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	Cranmore Infant School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Lean</b>
	Cranmore Infant School is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
<b>3.6</b>	<b>Solihull Behavioural Framework</b>
	The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

# Person Specification



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	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Level 2 Childcare Qualification</li> <li>Level 3 First Aid qualification or willingness to achieve as soon as possible.</li> </ul>	Safeguarding training. Equal opportunities training. Food handling	Application

<b>Experience &amp; Knowledge</b>	Understanding of child development through play and learning and having experience of working with children aged 3 and under.	Promoting the participation of children.	Application Interview
	Ensuring the health, safety and welfare of children	Relevant Health and Safety experience. Awareness of child protection issues	Application Interview
	Awareness of needs of disadvantaged groups	Working with children with additional needs	Application Interview
	Knowledge and experience of Early Years curriculum. Knowledge and understanding of the EYFS and the importance of play and good quality childcare.	Engaging in effective systems for planning, recording, monitoring and evaluating	Application Interview
	To promote equal opportunities and work in an anti-discriminatory way.	How to effectively implement equality and diversity aspects	Application Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
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	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to: <ul style="list-style-type: none"> <li>○ Equal opportunities</li> <li>○ Safeguarding of children</li> <li>○ High quality childcare provision</li> </ul> </li> </ul> <p>Being reliable and efficient.</p>		Application interview

<b>Compiled/Reviewed by</b>	Cranmore Infant School
<b>Date</b>	Jan 24