

Job Description



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity, childcare disqualification check, qualifications check and living/working overseas check.

Post Title	Play Worker – SC_Kids Before and After School Childcare	Post No	
Location	Sharmans Cross School Junior School		
Salary Band/Range	Band B. (Pro-rata). Term Time Only 39 Weeks to Include Inset Days.		
Responsible to	Extended Services Manager / Deputy Manager and Senior Leadership Team in school.		
DBS Check	Enhanced and Barred List check required.		
Special Conditions	The post will include hours per week, based on morning and afternoon. (7.15 am-9.00 am) and (3.15pm – 5.30 pm) – Monday to Thursday 16 hours.		

1. Job Purpose

This is a part-time position set up to provide play as part of the Extended Services Team provision in school. The post holder will assist the Deputy Manager in developing and delivering high quality provision for children in the before and after school facility in school.

2. Key Responsibilities

2.1 Main Duties

- To safeguard all children.
- To ensure that the needs of all children are met within an inclusive and equal opportunities framework, including racial equality.
- Be aware of and comply with policies and procedures relating to well-being, behaviour, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To plan play activities that are fun, creative, safe and appropriate to the ages and maturity of the children (7-11 Years).
- Set up resources for activities.
- Engage with children in play.
- Clear away resources and equipment.
- Use your initiative in developing pupil displays, discussing with Deputy Manager aspects around resources, and space availability.
- Ensure facility is ready for use including food preparation and eating areas, and play spaces.
- To ensure the health and safety of all children at all times by assisting in, carrying

	<p>out and recording risk assessments.</p> <ul style="list-style-type: none"> To liaise with parents regularly, building positive relationships based on the values of SC_Kids. To escort children safely between the class rooms and the Before and After School Club. To set up the hall with tables and activities. And any other reasonable request by the SC_Kids Manager / Head Teacher.
2.2	People
	<ul style="list-style-type: none"> To attend meetings as required and complete mandatory training to support your role. To be a role model of good practice for other staff and pupils to observe and learn from. To support the Manager in developing and maintaining a positive working environment in line with the values and ethos and the setting. Promote the school's Healthy Eating Policy. To assist in effectively marketing the setting. Ensure excellent provision is in place for the children including preparing activities, their delivery and evaluation. Understand and apply the school behaviour systems in order for the children to learn and play within agreed parameters. To work in close partnership with all school staff and support the whole school ethos. Engage with personal Performance Management opportunities and identify and attend relevant personal Continuing Professional Development Training (CPD)
2.3	Safeguarding
	<p>Solihull Council 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"> Support the Manager and Deputy Manager in promoting safeguarding and welfare, and being specifically responsible for the children in line with school policy. Refer any safeguarding issues to the SC_Kids Manager.
2.4	Financial
	<ul style="list-style-type: none"> Advise Manager of personal thoughts for how finances could be best used to maintain and develop the provision.
2.5	Buildings & Equipment
	<ul style="list-style-type: none"> Support colleagues in the setting up and clearing away of resources Report any health and safety concerns to the Manager or Deputy Manager. Be responsible for carrying out any other duties as required by the school which are commensurate with the post.
2.6	Health & Safety
	<p>The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Council's Corporate and Departmental Health and Safety policies.</p>

2.7	Policies & Procedures	
		<p>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.</p> <ul style="list-style-type: none"> To engage with and adhere to all relevant school's policies e.g. No Smoking, Health and Safety, Data Protection, Equal Opportunities.
3.	Other Conditions	
3.1	Mobility	
		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.
3.2	Equal Opportunities	
		Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions	
		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.
3.4	Training and Development	
		The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.5	Lean	
		The Council is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
3.6	Core Qualities & Leadership Framework	
		The Council expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Signature:	
Date:	October 2024

Person Specification



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

Post Title	Play Worker - Before and After School Childcare	Post No	
Division	SC_Kids Child Care		
Salary Band/Range	Band B. (Pro-rata). Term Time Only – 39 Weeks to Include Inset Days.		
Responsible to:	Extended Services Manager / Deputy Manager and Senior Leadership Team in school.		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<ul style="list-style-type: none"> NVQ Level 3 or equivalent childcare qualification or NVQ Level 2 with a willingness to work towards Level 3. 	Safeguarding Training First Aid qualification.	Application

Skills & Abilities	Skilled in communicating, verbal and written with children, parents and with school staff	Special interests transferrable to children	Application Interview
	Able to build effective relationships with children	Able to understand generic and specific needs of children	Application Interview
	Able to be patient and tolerant in dealing with children	Able to adapt activities to suit children's individual needs	Application Interview
	Able to manage groups of children in the absence of the Manager / Deputy Manager.	Able to occupy the children for periods of time	Application Interview
	Ability to take responsibility and to use own initiative.	Able to make a decision in line with school / club policies and procedures	Application Interview

	Able to plan appropriate activities for children.	Able to plan age related activities and adapt[t where necessary	Application Interview
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Experience & Knowledge	Understanding of child development through play and learning.	Relevant Health and Safety experience	Application Interview
	Ensuring the health, safety and welfare of children.	Promoting the participation of children	Application Interview
	Awareness of child protection issues.	Engaging in effective systems for planning, recording, monitoring and evaluating	Application Interview
	Awareness of needs of disadvantaged groups.	Working with children with additional needs	Application Interview
		How to effectively implement equality and diversity aspects	Application Interview

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Interview
	Lean Delivery: understands the concept of Lean, has a customer focus and demonstrates continuous improvement.		Interview
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		Interview
	Service Delivery: understands customer needs and responds appropriately.		Interview

Other Requirements	<ul style="list-style-type: none"> • Commitment to: <ul style="list-style-type: none"> ○ Equal opportunities ○ Safeguarding of children ○ High quality childcare provision ○ Being reliable and efficient. 		Application interview
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Compiled/Reviewed by	
Date	October 2024