

# Knowle CE Primary Academy

## Job Description



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

<b>Post Title</b>	Play Worker - Before and/or after school childcare (Extended Services)	<b>Post No</b>	PWKR 15
<b>School</b>	Knowle CE Primary Academy		
<b>Salary Band</b> <b>Working pattern:</b>	Band B. £7,271 Actual gross annual salary to 31.8.25 (38 weeks per year) Fixed Term, term time only appointment until 31 August 2025 in the first instance. Tuesday 7.15am-9.15am & 3-6pm Wednesday 7.15am-9.15am & 3-6pm Thursday 7.15am-9.15am & 3-5.15pm  14.25 hours per week		
<b>Responsible to</b>	Childcare & Extended Services Manager		
<b>Location</b>	Kixley Lane, Knowle, Solihull, B93 OJE		

<b>1.</b>	<b>Job Purpose</b>
To support the Childcare & Extended Services Manager in providing safe, efficient and effective complementary childcare suitable for the educational and social needs of children/pupils at various stages of their development.	

<b>2.</b>	<b>Key Responsibilities</b>
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<b>2.1</b>	<b>Main Duties</b>
<p>Under the direction and supervision of a Senior Play Worker and /or the Childcare &amp; Extended Services Manager:</p> <ul style="list-style-type: none"> <li>• Implement agreed provision/after school activities for children attending including:             <ul style="list-style-type: none"> <li>○ Contributing to the planning of weekly activities</li> <li>○ Setting up facilities for food preparation, eating areas, play spaces etc.</li> <li>○ Preparing and setting up of activity resources</li> <li>○ Assisting children with integration into the normal routine of the provision</li> <li>○ Engaging with children on an individual/small group basis as directed</li> <li>○ Recording of children's engagement and progress</li> </ul> </li> <li>• Liaison with teachers, parents and carers to ensure a safe transfer of care at all points, following agreed procedures</li> <li>• Attend to the personal/hygiene/health needs of children including administering basic first aid</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour</li> <li>• Act as a Key Worker for a designated group of children to ensure continuity, oversight and the completion of an individual Profile Form each term</li> <li>• Attend staff meetings and other academy events as required</li> </ul>	

	<ul style="list-style-type: none"> <li>Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment</li> <li>Carry out any other duties as required by the academy which are commensurate with the post.</li> </ul>
<b>2.2</b>	<b>People</b>
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the academy .
<b>2.3</b>	<b>Safeguarding</b>
	Knowle CE Primary Academy 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 in line with the relevant Safeguarding & Child Protection Policies.
<b>2.4</b>	<b>Financial</b>
	N/A
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<ul style="list-style-type: none"> <li>Responsibility for the correct use and handling of equipment</li> <li>Some responsibility for ensuring that the correct equipment/resources are available for pupil use</li> </ul>
<b>2.6</b>	<b>Health &amp; Safety</b>
	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 academy's Health and Safety policies.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>	
<b>3.1</b>	<b>Equal Opportunities</b>
	Knowle CE Primary Academy 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>3.2</b>	<b>Variations to Job Descriptions</b>
	Due to changing demands, duties and responsibilities are likely to vary from time to time and the academy therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.3</b>	<b>Training and Development</b>
	The academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.4</b>	<b>Core Qualities &amp; Leadership Framework</b>
	The academy expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
<b>Compiled/Reviewed</b>	L Griffiths
<b>Date:</b>	3.6.24

