



**WOKINGHAM BOROUGH COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b> After School and Breakfast Club Playworker	<b>Job ref:</b> LLPW2024
<b>School:</b> Lambs Lane Primary School	<b>Salary:</b> £23,500 to £23,893 Pro Rata
<b>Reports To:</b> Headteacher	
<b>Grade:</b> 3 SCP 5 - 6	
<b>Employment Status:</b> Fixed Term Contract	
<b>Hours of Work:</b> After School Club: Monday to Thursday 3.30pm to 5pm  Breakfast Club: 4 Days – Days to be discussed - 7.45am to 9.00am	
<b>Job Purpose</b>  To supervise and ensure the welfare of the children during the breakfast and /or after school club, both while eating their meal and in the playground.	
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community.	

<b>Scope</b>	
<b>Financial Accountabilities</b>	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder) Budgets monitored on day-to-day basis:	
<b>Staff Responsibilities</b>	NONE
Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:	
<b>Management of Physical Assets</b>	NONE
Nature of physical assets directly controlled, (e.g. children's home): Details of service contracts managed:	

### **Summary of Main Contacts.**

- Pupils
- 
- Teachers
- 
- Governors
- 
- Other school staff
- 
- Other professionals
- 
- Parents
- 
- LEA

### **Safeguarding statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

## **Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list you may be required to carry out other duties as required.

1. To supervise and ensure the welfare of the children during the after school club both inside and outside the building.
2. To supervise and ensure the welfare of the children during the after school club both inside and outside the building.
3. Assist with putting out table and chairs
4. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
5. Administer First Aid as required and ensure that all accidents are recorded in the accident book and reported to the supervisor in order that any appropriate action may be taken
6. Ensure that the club area is kept clean and tidy at all times.
7. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the supervisor.
8. Observe Health and Safety regulations relating to the school at all times.
9. Retain the confidentiality on all aspects of school life
10. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder

# PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

## Knowledge/Qualifications:

- Knowledge of First Aid (desirable)
- Knowledge of Health and Safety (desirable)

## Skills/Abilities:

- Ability to work within a team working environment.
- Excellent communication skills and interpersonal skills.
- Confidentiality at all times.
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
- Ability to lead creative activities with children.

## Experience:

- Some experience of working/dealing with children is desirable.

## Personal Qualities:

- Enjoy working and being with children
- A caring and flexible approach to work
- A good listener and sensitive to pupils' needs
- A sense of responsibility
- A good sense of humour

## Special Factors:

None