



Chesterton CE Primary School
 Alchester Road
 Chesterton
 BICESTER
 Oxfordshire
 OX26 1UN

Telephone: 01869 252498
 Email: office.3082@chesterton.oxon.sch.uk
 Website: www.chesterton.oxon.sch.uk

Headteacher: Mr Iain Horner

AFTER SCHOOL PLAYWORKER JOB DESCRIPTION

GRADE 6, SCALE POINTS 8-13

PURPOSE OF ROLE

To be responsible for providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder is responsible for ensuring that all school Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies

MAIN DUTIES

- To work closely with other Tree House staff to plan and provide care and creative play opportunities in consultation with children.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour according to the school's Behaviour Policy.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To organise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To ensure that food and drink is provided that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To carry out day to day administration and record keeping; liaising with the School Business Manager over purchase of materials and equipment, and providing reports as required.
- To work as part of the whole school team and liaise with relevant school staff.
- To monitor and report on occupancy, and contribute to the promotion of the club.
- To be aware of children with specific medical needs and food allergies, ensuring that correct procedures are followed for the preparation of food, and administration of first aid and medication.
- To establish constructive relationships and communicate with parents/carers, and other professionals as required.
- To develop and review policies, procedures and good working practice, in consultation with the staff. To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- In accordance with the provisions of the current Health and Safety at Work Act, to take reasonable care for the health and safety of yourself, colleagues and pupils and to co-operate with their duties under statutory health and safety provisions .

SAFEGUARDING AND PROMOTING BRITISH VALUES

- To have due regard for safeguarding and promoting the welfare of children and British Values, and to follow all associated child protection and safeguarding policies as adopted by the school and the Local Authority.

Signature of Post Holder: _____

Date / /

Signature of Headteacher: _____

Date / /