



St Paul's Primary School

Playcare Assistant Job Description

Responsible to: Playcare Leader & Headteacher

Job purpose: to provide a safe, welcoming and interesting aftercare club experience for children of the school ranging in ages from 4 – 11 years.

Duties & Responsibilities

- To ensure all the aftercare club and or breakfast club policies and procedures are implemented and maintained.
- To encourage the active involvement of the children in the planning and development of the activity programme.
- Ensure a range of age appropriate activities are available and to assist the Play leader in the planning, delivery and clearing up of all activities.
- To be a good role model, use positive behaviour management strategies when working with the children in aftercare club and build good relationships with the children and other staff.

Health & Safety

- Record any accidents in the accident book and report to School Office.
- Ensure that food preparation is carried out to required standards and that food offered meets healthy eating standards and assist.
- To be familiar with all emergency & security procedures e.g. Fire procedures, routines for collecting children and have a good awareness of H&S issues relevant to the school environment.
- Dress should be smart, comfortable and appropriate for the job which requires indoor and outdoor duties. Trousers are acceptable but Jeans are not allowed. Tops/ Tee-shirts should cover shoulders and not be low cut.
- Be aware of school policies and procedures, and school rules- in particular the behaviour policy & procedures.

Please note duties may be carried out on either the St Paul's site or the Alexandra House site as required

Person Specification: Club Assistant Playcare worker

Attributes.	Essential.	Desirable.
Health & Physical	<ul style="list-style-type: none"> • Able to cope with the demands of the job • Regular attendance • To be fit and healthy 	
Experience	<ul style="list-style-type: none"> • Good knowledge of the EYFS • To have an understanding of the development of suitable programmes for the 5 – 11 years age range • Previous experience of working in a play environment • To understand balanced healthy menus 	
Education & Qualifications	<ul style="list-style-type: none"> • Excellent Knowledge of Safeguarding 	<ul style="list-style-type: none"> • To hold an NVQ level 2 or above in a playcare qualification • Current Paediatric First Aid Certificate • Current Food Hygiene Certificate • A commitment to professional development
Inter-personal & Social Qualities	<ul style="list-style-type: none"> • Good communication skills including clear spoken English • Enjoyment of working with Children • Ability to stay calm in an emergency. • Ability to work alongside the whole staff team. • Good timekeeping • Good Attendance 	<ul style="list-style-type: none"> • Contribute to the Christian ethos, works and aims of the school

The School is committed to safeguarding and promoting the welfare of the children in our care.

References will be sought from independent sources and an enhanced DBS check will be undertaken for the successful candidate - the offer of a post within the school will be subject to the satisfactory receipt of these documents.