



JOB DESCRIPTION

JOB TITLE:	Playworker - Breakfast Club
GRADE:	Scale 2
RESPONSIBLE TO:	Headteacher
MAIN PURPOSE OF JOB:	Working as part of a team, to ensure the safety, supervision and welfare of pupils in the Breakfast School Club provision.

Main Duties & Responsibilities

1. Carry out the domestic arrangements of the club i.e. making breakfast snacks and refreshments, washing up etc., ensuring that any special dietary requirements are strictly adhered to under direction of the manager.
2. Prepare and set out materials for use in the club.
3. Maintain the health and safety of pupils and colleagues in the club by ensuring a clean and tidy environment, identifying and reporting any hazards.
4. Respond to the welfare needs of the pupils by comforting them and reporting any concerns on the general well being of the child to the Headteacher.
5. Identify any injuries to pupils, administer first aid and/ or medication to pupils, (where appropriate training has been provided), ensure clear records of treatment are kept; inform the club manager who can liaise with parents.
6. Supervise children in the playground.
7. Undertake training as appropriate, including First Aid and Food Hygiene.
8. Any other duties as directed by Headteacher, in keeping with the nature and grade of the post.
9. Maintain confidentiality at all times.
10. To show an understanding of, commitment to the school's equal opportunities policy.
11. To help through positive action to promote the Christian school ethos which values the individual, promote co-operation and encourage excellent behaviour and respect for others.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Play Leader - Breakfast Club

Knowledge and Experience (Essential Requirements)

- Experience in specific area in a learning environment

Qualifications/Training (Essential Requirements)

- Numeracy skills
- Have or obtain Food Hygiene certificate
- Have or obtain First Aid (pediatrics) training
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Ability to relate well to children and adults
- A commitment to implement the school's equal opportunities policy

This post is exempt from the Rehabilitation of the Offenders Act. Any criminal convictions will need to be declared if you are appointed.