

Overview of out of school club workers

The job descriptions provided should be used as templates which you can amend to describe the specific role operating within your school. You may wish to add/remove duties as appropriate, but if these changes are significant the post may need to go through Job Evaluation, and advice should be sought from the Schools HR Advisory Team (schoolshradvisory@northyorks.gov.uk). Changing the Job title will not affect the banding of the post, e.g. breakfast club worker

The table below provides a brief indication of the responsibilities required for each band as a bare minimum and more details are within the job descriptions that follow.

Job Title	Pay Band	Role Description
Playworker/ Out of school club worker	4	Supports the school with the provision of extended care. The post holder will do this by supervising children and organising safe creative and appropriate play activities. Provides healthy breakfast/snacks. No budgetary or supervisory responsibilities. Works under the direction of the Headteacher/Business Manager. Reports any safeguarding concerns to the Headteacher.

Children and Young People Service

Glasshouses County Primary School

JOB DESCRIPTION

POST:	Before and/or after school club Assistant
GRADE:	Band 4
RESPONSIBLE TO:	Headteacher or Business Manager
STAFF MANAGED:	None
JOB PURPOSE:	The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.
JOB CONTEXT:	<p>The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.</p> <p>Enhanced DBS clearance is required for this post</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Maintain a register of children • Prepare & provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards • Prepare and set up room as required • Administer basic first aid as required • Ensure the children and young persons are always supervised.
Communications	<ul style="list-style-type: none"> • Close liaison with colleagues and pupils • Refer any issues to the Headteacher, Business Manager. • Communicate with school staff as appropriate
Resource management/ Buildings and Infrastructure	<ul style="list-style-type: none"> • Assist in the purchase of resources, including food/drink • Ensure the building is always safe and secure for the children and young persons. • Ensures play equipment and materials are properly used, maintained and stored and report any damages
Systems and Information	<ul style="list-style-type: none"> • Maintain accurate records as required, to include completion of accident book, register of child's attendance.
Planning and Organising	<ul style="list-style-type: none"> • Plan and provide a variety of safe, creative and appropriate play opportunities

Safeguarding	<ul style="list-style-type: none"> Responsible for promoting and safeguarding the welfare of the children and young people.
Data Protection	<ul style="list-style-type: none"> To comply with the County Council's and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment. Ensure all accidents and emergencies are dealt with according to the policy Assist in ensuring the safety of all children in the event of a fire/drill or other emergency
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	

PERSON SPECIFICATION

Before and/or after school club Assistant

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• An understanding of and commitment to the provision of good quality childcare• An understanding of food hygiene rules• Health & safety knowledge, including lifting and handling and fire prevention• A sound understanding of safeguarding procedures• Knowledge of healthy eating	<ul style="list-style-type: none">• Knowledge of school policies and procedures• Knowledge of child development & learning processes
Experience <ul style="list-style-type: none">• Some experience of working with children in a play work or educational setting	
Occupational Skills <ul style="list-style-type: none">• Ability to plan and deliver safe activities relevant to the age of the children• Ability to work on own initiative and use common sense• Ability to communicate effectively with parents and colleagues, verbally and in writing• Ability to maintain confidentiality• Ability to work effectively in a team• Committed to continuing professional development• Emotional resilience• Ability to form and maintain appropriate relationships and personal boundaries with children and young people	<ul style="list-style-type: none">• Behaviour management skills• Basic ICT skills
Qualifications	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Current first aid certificate (or can be arranged) • Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> • Food Hygiene certificate • Child care qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	

PERSON SPECIFICATION

JOB TITLE: Play Leader/ Before or After school club Supervisor (delete as appropriate)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of and commitment to the provision of good quality childcare • An understanding of food hygiene rules • Health & safety knowledge, including lifting and handling and fire prevention • A sound understanding of safeguarding procedures • Knowledge of Healthy Eating 	<ul style="list-style-type: none"> • Knowledge of school policies and procedures • Knowledge of child development & learning processes
<p>Experience</p> <ul style="list-style-type: none"> • Significant experience of working with children in a play work or educational setting • Experience of keeping records, including financial records 	<ul style="list-style-type: none"> • Staff supervision experience
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Ability to plan, deliver and evaluate safe activities relevant to the age of the children • Organisational skills • Ability to work on own initiative and use common sense • Ability to communicate effectively with parents and colleagues, verbally and in writing • Ability to maintain confidentiality • Ability to work effectively in a team • Committed to continuing professional development • Emotional resilience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Behaviour management skills • ICT skills 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Ability to lead a small team 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Recognised childcare qualification at level 3 or equivalent • Current first aid certificate 	<ul style="list-style-type: none"> • Food Hygiene certificate
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.