

**KINGS OAK PRIMARY SCHOOL
JOB DESCRIPTION**



JOB TITLE: Playworker

RESPONSIBLE TO: Business Manager

Purpose and objectives of post.

To be a positive and committed member of the team of staff at King's Oak Primary School, playing a full role in the education, personal and social development of the children of the school. We aim to provide a stimulating, caring and happy environment in which children are equipped with the skills they need to become successful lifelong learners.

You will be expected to work across the 3 – 11 age range according to the needs of the school at any one time and although your hours of work will remain the same in total, the days and times may vary according to the requirements of the school.

Specific responsibilities of the post:

1. To supervise, care, integrate and play with the children
2. To work cooperatively with other team members/school staff under the direction of the Play Leader and show a flexible and enthusiastic approach to your position
3. To assist children in the dining hall and tidy all areas following lunch
4. To ensure safe monitoring of all playgrounds, working in a different section to other members of staff
5. To be positive at all times.
6. To model appropriate language, speech and manners, upholding the school's behaviour expectations
7. To complete the Good Work book selecting children to celebrate their success
8. To ensure safe supervision for all children at all times, working within health and safety guidelines
9. To be aware of all health and safety regulations, including fire safety procedures, attending regular training
10. To share in the whole school responsibility for promoting and safeguarding the welfare of pupils at the school
11. To contribute and organise the planning of the Lunchtime experience and its implementation, including being involved in team meetings
12. To work with individuals and groups of children of all levels of ability and preparing activities and all necessary resources, as required by the Play Leader
13. To ensure children access healthy school lunches, through on-going monitoring, liaising with school staff regarding any issues of concern
14. To make lunchtime a fun and exciting part of the school day
15. To assist the school in establishing an exciting, purposeful and safe lunchtime environment, which enables children to feel secure and happy
16. To assist with the general welfare and safety of all pupils at all times, including the administration of basic first aid (under the guidance of the school 'First Aiders')
17. To care for children who are unwell, including changing their clothes if appropriate
18. To keep all first aid documentation up to date
19. In the absence of the Play Leader, to use deliver the above and organise resources as usual
20. To put up tables and chairs and take down as part of the play worker team of staff

21. To undertake other practical tasks, in order to assist in the running of the school, as the Headteacher or designated member of staff requires
22. To be fully involved in the life of the school, including supporting fund-raising events
23. To work to Borough Council guidelines at all times particularly in relation to health and safety policy and to be aware of the responsibilities for Health and Safety of themselves and others.
24. To attend all essential health and safety training courses including manual handling as determined by the management of the school and/or the Borough Council.
25. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
26. To undertake any other duties of a similar level and responsibility as may be required.

Standards

1. To fully support the aims and ethos of the school
2. To set a good example in terms of dress, punctuality and attendance
3. To be committed to your continuing professional development by attending relevant INSET and staff meetings
4. To be prepared to attend occasional meetings for professional development and team liaison
5. King's Oak Primary School has a No-Smoking Policy, which applies to both the buildings and all the grounds

Job descriptions may be revised at the end of the academic year or earlier if necessary. In addition they may be amended after consultation with the successful candidate.

Signed.....

Print Name.....

Date.....