



Temple Grafton Church of England Primary School
After School Club Play Assistant
SCP 2 - £18,198 pro rata - 10 hours/week

The governors are seeking to appoint an After School Play Assistant to support the supervision of our children during after school Wraparound sessions. The applicant will need to ensure their general safety and wellbeing so that attending after school care at TG is an enjoyable experience for everyone involved.

This post is a zero-hours contract post for 10 hours per week during term time, Mon–Thurs, 3:30pm – 6pm. The role will involve delivering a variety of play based activities with the children and assisting in the provision of snacks and a light tea. The successful candidate will be motivated and enthusiastic and have previous experience of working with children.

The school is committed to the promotion of equal opportunities and diversity. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DSB check.

Further details are available from Miss Britt in our school office and can be requested by contacting us by phone or on the email address below. If you would like to visit the school, please contact the office and we will arrange a mutually suitable time to show you round.

Closing Date: Friday 18th Sept 2020

Interviews : Week beginning 21st Sept 2020

Temple Grafton Church of England Primary School,
Church Bank,
Temple Grafton
Warwickshire,
B49 6NU
Tel: 01789 772384
Email: admin3066@welearn365.com

**Temple Grafton Church of England Primary School
Wraparound Care Play Assistant Person Specification**

Knowledge and Experience	Essential	Desirable
A commitment to safeguarding and promoting the welfare of all our children	√	
A basic understanding of food hygiene	√	
An understanding and appreciation of the differing needs and abilities of primary age children	√	
Experience of work/play with children of primary age		√
Basic food hygiene certificate		√
Skills & personal qualities		
Possess good interpersonal & communication skills and the ability to work effectively in a team	√	
Ability to establish and maintain positive relationships with children based on respect and kindness	√	
A desire to enhance the Wraparound care experience for the children	√	
Ability to use initiative	√	
Fun approach to inspiring children's play	√	
Ability to assist in the preparation of food and willingness to tackle cleaning tasks	√	
Enhanced Disclosure and Barring Service (DBS) Clearance (post exempt from the Rehabilitation of Offenders Act 1974) <i>(Can be arranged post interview with school office)</i>	√	

AFTER SCHOOL CLUB PLAY ASSISTANT

POST LEVEL: SCP 2

BROAD DESCRIPTION:

As part of a team, supervise and ensure the safety and well-being of the Wraparound children. Provide appropriate care under the direction of the club leader.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has limited (or no) direct responsibility for financial resources.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

TYPICAL TASKS

Prepare/clean tables for meals

Clear away/clean after tea, including cleaning furniture, floors, cutlery, plates etc.

Supervise washroom activity

Prepare and serve refreshments/snacks/meals

Assist children with their meals and encourage good table manners

Set up play area/room for club with toys, etc. and clear away

Deliver and participate in play with the children

Ensure that resources/materials/equipment are maintained and clean, reporting loss/damage or low stock to supervisor

Deliver and collect children to and from club to school

Work within the Children's Act, adhering to standards and guidelines

QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES

- Have an understanding of working with and caring for children of the appropriate age range
- Basic numeracy and literacy to be able to read, write, count, understand school policies and check registers
- Be able to participate in safe and creative play
- Have good communication, listening and persuasion skills
- Be able to work as part of a team
- Follow strict safeguarding procedures at all times