

# Rockmount Primary School



**Job Title:** After School Club Play Worker

**Responsible to:** Extended Services Manager

## Job Description

### Key Duties and Responsibilities

- To carry out day to day administration and record keeping
- To provide refreshments to children in line with government food hygiene standards.
- To plan, organise and take part in creative and appropriate play opportunities for a range of age groups including Early Years children
- To fully support inclusive practice and ensure all children have equal access to opportunities to learn
- To consult with the children and involve them in planning activities
- To assist with the setting out and clearing up of equipment and activities
- To take responsibility, along with other staff, for the Health and Safety, Accident Prevention and smooth running of emergency procedures for children
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- To carry out risk assessments, as appropriate, prior to commencing activities
- To develop and maintain good relationships and communications with parents and carers to facilitate meeting the needs of each child
- To understand children as individuals, particularly the characteristics, needs and interests of each age group
- To treat all children with sensitivity and fairness
- To encourage parental involvement and support of the club
- To attend meetings as appropriate
- To participate in training and performance management as required
- To promote the aims and objectives of the school
- To understand and adhere to all policies and procedures
- To ensure there is a high standard of physical and emotional care at all times
- To promote good pupil behaviour through positive behaviour management

## **Person Specification**

### **Essential Knowledge and Experience**

- Basic understanding of child development and learning
- An understanding of the principles of play
- Previous experience of caring for, or working with children aged 3-11 in a voluntary or paid capacity
- Knowledge of food hygiene
- Commitment to Equal Opportunities
- Understanding of relevant policies and legislation

### **Essential Skills and Abilities**

- Good literacy, numeracy and excellent communication skills
- Ability to work within a team and relate well to pupils and adults
- Good organisational and planning skills
- Creativity to devise new ideas and engage the children in activities
- Lots of energy, patience, punctuality, reliability and trustworthiness
- Ability to be flexible and to use initiative
- Ability to self-evaluate learning needs and seek development opportunities
- Ability to model a positive approach to behaviour management and inclusive practice

This post requires a DBS check as there may be periods of unsupervised access to children.

An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment

**Please return your completed application form to:**

**Rockmount Primary School  
Chevening Road  
London  
SE19 3ST**

**Or by email to:**

**[extendedschools@rockmount.croydon.sch.uk](mailto:extendedschools@rockmount.croydon.sch.uk)**

**For further information, or to visit the school please contact the Extended Services Manager on 020 8683 8451 to speak to Ana de Miguel**