

Thorndown Primary School and Pre-School

Hill Rise, St Ives, Cambs, PE27 6SE

Tel: 01480 375103

Headteacher: Miss V Godbold



JOB DESCRIPTION

TITLE OF POST:	Out of School Play Worker
SALARY:	Scale 2 point 12
HOURS:	7.30am to 9.00 am (Monday to Friday) 3.15pm to 6.00pm (Monday to Friday)
LOCATION:	Thorndown Primary School
RESPONSIBLE TO:	Headteacher

JOB PURPOSE

To work as an effective member of childcare team delivering a flexible, high quality childcare service that meets the needs of the children and their families. To provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.

JOB ACTIVITIES

To work in partnership with the Out of School Club (Kingfisher Club) staff as part of a highly motivated and professional team.

To provide safe and stimulating childcare and, under the direction of the Kingfisher Club Manager, assist with the collection of children from school and the safe delivery to parents/named carers.

To keep up to date with current childcare issues.

To promote good practice in a professional and inclusive manner.

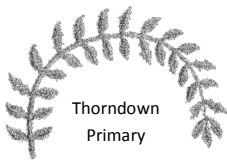
To be fully involved in all activities associated with the childcare provision.

To understand, work within and promote the clubs policies and procedures



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To have an understanding of the Early Years and Childcare Quality Framework and the Statutory Welfare requirements and the ability to meet them.

To prepare and serve light meals

To assist with preparing and providing appropriate play opportunities for the children at the club

To clear up after activities making sure that materials and equipment are maintained and stored properly

To liaise with parents to support the development of their children

To promote inclusive attitudes and practices

Assist with observation/ assessment and record keeping as required by the Headteacher

To undertake observations, assessment and record keeping as required.

Job Activities – Standard Terms

Promote the organisation's Equal Opportunities policies

To have due regard to the provisions of Health and Safety at Work legislation, as detailed in the Health and Safety Policy.

Undertake such additional responsibilities as required by the Headteacher, which are commensurate with the grade and responsibilities of the post.

Thorndown Primary School fully recognises the responsibility it has under the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators that may suggest the child's physical or emotional well-being is at risk. Staff are expected to pass their concern to one of the 4 child protection officers in school by means of completion of a Logging Concern form.

Child Protection Officers:

Head Teacher (also PREVENT lead)

Deputy Head

SENCO

Family Worker



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