

WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT 2006/07

ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: PLAYWORKER

JEID REF: C0034

(was S27)

POST LEVEL: Band D, scp 4

BROAD DESCRIPTION:

Prepare and deliver activities to groups of children as directed by the Supervisor / Keyworker. Provide appropriate care for children.

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 other than occasional handling small amounts of cash, processing cheques, invoices etc.

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

RESPONSIBILITY FOR SAFEGUARDING: Contribute to establishing and maintaining a culture of safeguarding children. Contribute to the school's statutory duty to safeguard and promote the welfare of children. An enhanced DBS check with Barred List check is mandatory for this role.

TYPICAL TASKS

Prepare, deliver and participate in play opportunities/activities
Set up and clear away after play sessions/activities
Observe and provide feedback to supervisor on children's development, play and learning experiences
Provide care for the children including: delivering and collecting small groups to and from school, ensuring safe return to appropriate person
Prepare and serve refreshments/snacks and clear away
Assist with induction of new staff, students and volunteers
Administer first aid as appropriate and according to policies

Assist with children's toileting and personal care
Ensure that resources are maintained and clean, reporting loss/damage or low stock to supervisor
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 and understanding individual needs
NVQ level 2 in EY or equivalent
Understand good quality childcare
Numeracy and literacy to be able to read, write, count, understand school policies, check registers
Have good communication, listening and persuasion skills
Able to present information to others (for formal reviews etc)
Able to lead and participate in safe and creative play