

Job Title *Little Lagooners Play Worker – Bank Staff*

Responsible to *Deputy Head*

Key Internal Contacts *Staff in other departments, pupils*

Key External Contacts *pupils relatives, advocates and others*

JOB PURPOSE

Meoncross provides a safe, nurturing, and stimulating environment for children during the crucial before and after school hours and during the school holidays. Our aim is to foster creativity, encourage social interactions, and support the holistic development of every child in our care.

We are seeking a passionate and energetic **Play Worker** to join our dynamic team as bank staff for Holiday Club and the occasional term time Wraparound session when cover is needed. The ideal candidate will be enthusiastic about working with children and able to create a fun, engaging, and inclusive environment. You will be responsible for leading a range of activities for children aged 2.5 years -11, ensuring each child's safety and well-being.

A passion for working with children and providing inclusive, fun, and engaging activities for the children in your care is essential. Alongside this, you will inspire them to explore their interests, assisting with the planning and delivery of games and activities. This will include multi-sports, indoor and outdoor games, arts & crafts, downtime and structured play, therefore, enthusiasm and organisation skills are essential!

You will be responsible for ensuring the safety and enjoyment of the children in your care. All team members are required to follow specific policies and procedures, including accident and incident reporting, as well as health and safety checks as required. It is important to note that the children and families also benefit from consistent, reliable team members through the positive relationships that are built.

KEY TASK AREAS & RESPONSIBILITIES

Main Tasks

- Deliver a high-quality Wraparound Care programme that provides a safe, engaging and enjoyable experience for all children.
- Create a safe, secure and welcoming environment where children can explore, learn, develop and have fun.
- Plan and deliver a diverse range of inclusive activities, including arts and crafts, sports, educational games and enrichment opportunities.
- Supervise children at all times, ensuring their safety, wellbeing and positive behaviour.
- Build and maintain positive, professional relationships with children, parents, colleagues and the wider school community.
- Support the Wraparound Club Manager in the effective day-to-day operation of the provision.
- Safeguard and promote the welfare of all children in accordance with school policies and statutory guidance.
- Ensure compliance with all health and safety requirements, school policies and operational procedures.

- Act as a positive ambassador for the school, demonstrating its values and ethos at all times.

Job Activities

- Assist the Wraparound Club Manager with the preparation of operational resources, equipment inventories, activity plans and associated paperwork.
- Support the delivery of breakfast, afternoon tea and healthy snacks as part of the Wraparound Care and Holiday club provision.
- Deliver engaging, inclusive and age-appropriate activities that encourage participation and enjoyment.
- Maintain accurate attendance records by ensuring children are signed in and out using the online registration system.
- Take appropriate action to identify and overcome barriers to participation, ensuring all children can access activities.
- Maintain a clean, organised and welcoming environment, ensuring resources are stored appropriately.
- Administer first aid where required and complete all associated records accurately.
- Attend mandatory training and professional development relevant to the role.
- Communicate professionally and courteously with children, parents, colleagues and visitors.
- Follow safeguarding procedures, reporting any concerns promptly in line with school policy.
- Adhere to all health and safety procedures and contribute to maintaining a safe environment for children and staff.
- Undertake any other duties appropriate to the role, as reasonably requested by the Wraparound Club Manager or other senior leaders.
- Be prepared to undertake any training as necessary for the role. This will include but not be limited to Paediatric First Aid Training and Food Hygiene Level 3.

Accountability

- As a member of staff at the School you will:
 - fulfil all aspects of the main tasks identified on your job description
 - fulfil all aspects of the job activities identified on your job description
 - fulfil the following generic aspects:
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Salary & Conditions

In accordance with the School Pay Scales and Conditions of Service.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.

PERSON SPECIFICATION

Experience	Essential	Desirable
Previous experience of working with young people, preferably in an educational setting		✓
Experience of delivering excellent customer service to a wide range of people.	✓	
Experience of managing multiple tasks simultaneously in a fast-paced environment.	✓	
Experience of working with confidential and sensitive information.	✓	
Experience of using Microsoft Office applications (Word, Excel, Outlook and Teams) to a competent standard.	✓	
Experience of working effectively both independently and as part of a team.	✓	
Experience administering First Aid in the workplace.		✓
Skills	Essential	Desirable
Ability to work as part of a team	✓	
Flexible approach to working	✓	
The ability to handle confidential matters with discretion	✓	
Ability to build relationships with children & young people	✓	
Ability to work on own initiative	✓	
Ability to prioritise tasks	✓	
A willingness to receive further training as appropriate to the position.	✓	
Excellent inter-personal skills, especially with children/parents.	✓	
Qualifications & Training	Essential	Desirable
GCSE Grade C or above in Mathematics and English Language or equivalent qualification or skill level	✓	
Completion of a recognised Childcare qualification, e.g. NVQ Level 3 Certificate for the Children & Young People's Workforce or Children's Care, Learning and Development		✓
Further relevant professional qualifications and professional development work.		✓
First aid qualification		✓
Other	Essential	Desirable
Positive and approachable with patience and the presence to inspire confidence and trust	✓	
Be positive, well organised and energetic, with a good sense of humour	✓	
Willing to work flexibly as the needs and demands of school fluctuate. Strong working ethos with a high level of commitment to the school and its values.	✓	
A nurturing nature which will support and develop the wellbeing of all pupils.	✓	
Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective, self-critical and to respond to feedback understanding the need for confidentiality.	✓	
Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community.	✓	