

Role Profile: Little Lagooners Play Worker – Bank Staff

Location: Meoncross School

Function: Domestic/Facilities

Reporting to: Deputy Head

About the School

At Meoncross School, we believe that education should inspire curiosity, build confidence and prepare young people to thrive in an ever-changing world. Located on the beautiful south coast, we are a thriving independent school for children from Nursery through to Year 11, where academic excellence is balanced with outstanding pastoral care and a genuine sense of community.

Our distinctive Coastal Education curriculum takes full advantage of our unique location, enriching learning through environmental awareness, outdoor experiences and meaningful connections with the local community. We encourage pupils to think creatively, develop resilience and become responsible global citizens, while nurturing a lifelong love of learning.

The wellbeing of our pupils and staff is central to everything we do. We are committed to creating a supportive, inclusive and respectful environment where everyone feels valued, listened to and empowered to achieve their potential. We recognise that happy, motivated staff are essential to providing the very best education for our pupils, and we actively promote professional development, collaboration and a healthy work-life balance.

As part of Blenheim Schools Group, we combine the warmth and personal approach of a close-knit school community with the opportunities, expertise and support of a wider educational organisation.

If you are passionate about education, share our commitment to excellence and wellbeing, and want to make a meaningful difference to the lives of young people, we would be delighted to welcome your application.

Role Purpose

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 Tasks 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:

- o fulfil all aspects of the main tasks identified on your job description
- o fulfil all aspects of the job activities identified on your job description
- o fulfil the following generic aspects:
 - conduct yourself 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.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification**Experience**

- 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.
- Previous experience of working with young people, preferably in an educational setting (desirable).
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Skills

- 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 and Training

- 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 (desirable).

Other

- 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.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Meoncross School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:**• Signed:****• Name (print):****• Date:**