



# ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

"Love one another"

<b>Job Description:</b>	Senior Playworker
<b>Salary Scale:</b>	Scale SO1, Spine Point 29 (£15.76 per hour)
<b>Working Week/Hours:</b>	Term time only, 2.30pm – 6.00pm, Monday to Friday, (17.5 hours per week)
<b>RESPONSIBLE TO:</b>	Bursar
<b>RESPONSIBLE FOR:</b>	Playworker Team

## **PURPOSE**

To lead and support a team of Playworkers to develop and deliver afterschool care and holiday provision.

Facilitate a rich play environment and plan appropriate activities for children aged 3 to 11 years old. Provide for the social, emotional, physical and recreational needs of children by establishing and maintaining a safe, creative and stimulating environment.

Work co-operatively with parents/carers, staff team and other professionals to ensure that the care and play needs of children are met. Work with the school to further develop the provision and ensure a quality playful experience for all children. Ensure adherence to statutory requirements and good practice standards for all the children attending. Promote positive values and attitudes in line with the school ethos.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **MANAGEMENT**

1. Be responsible for the overall management of the after school and holiday provision staff team, and physical resources.
2. Manage the provision within the aims and objectives of St John's School.
3. Lead in the delivery of play activities and study support to children.
4. Work in partnership with parents, children and the school, to develop and deliver a quality service to children and their families.
5. Participate in the development and delivery of play activities to children.
6. Attend occasional external meetings.

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7. Ensure that the programme of activities is fun, varied and exciting.
8. Be prepared to develop new skills and working methods in order to effectively respond to and implement change.
9. Ensure that the service is accessible to children and their families from all backgrounds, that the service is free from discrimination and promotes anti-discriminatory practice.
10. Work with the Bursar to identify areas of improvement so the service can develop and improve.
11. Be aware of and comply with policies and procedures in relation to child protection, health and safety, risk assessment, confidentiality, Playwork Principles and Ofsted requirements.

## **ADMINISTRATION**

1. Carry out risk assessments as required, following procedures and guidelines.
2. Act in accordance with the policies and procedures on Safeguarding and Child protection, ensuring confidentiality at all times.
3. Maintain and keep up to date all administration and information systems in order to ensure the safety of children. E.g. Registers, food stocks, risk assessments etc.

## **PERSONNEL**

1. To have overall management responsibility for the staff team, setting an appropriate work programme, reviewing and monitoring performance and standards and taking corrective action when necessary.
2. Organise staff rotas, cover for staff absence and other relevant paperwork.
3. To delegate tasks and responsibilities to ensure effective delivery of the service.
4. Participate in team meetings and ensure that there is effective communication within the team on all matters related to the running of the service.
5. Supervise and support staff both during and in the planning of sessions.
6. Set a clear work programme for the team and the individuals within it.
7. Ensure the CPD of all staff members. Monitor progress and initiate training that helps develop the whole team.
8. Ensure all staff are aware of their responsibilities under the school's policies and practices including Health & Safety and Safeguarding.

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## **FINANCE**

1. Liaise with the Bursar regarding funding, fees, invoice payments and petty cash reimbursement.
2. Be responsible for the purchasing of food supplies and resources.
3. Plan a menu of healthy snacks within the allocated budget.

## **ACTIVITY PLANNING**

1. Create an exciting and challenging play environment which will stimulate children and contribute to their social, physical, intellectual and creative development.
2. Lead or supervise safe, creative and appropriate play opportunities for a range of age groups.
3. Lead planning sessions with staff team to ensure a planned approach to sessions, including allocation of resources.
4. Ensure Playworkers have adequate support for preparing activities, organising programmes /themes and arranging equipment.
5. Ensure that all activities are inclusive for all children to take part in.
6. Assist in the effective and appropriate use of the premises and ensure risk assessments are completed prior to commencing activities with children.

## **SUPERVISION AND CARE OF CHILDREN**

1. Participate in the delivery of play activities and study support of children. Ensuring the programme of activities is fun, varied and exciting. That the study support programme underpins the curriculum.
2. Be responsible for the safeguarding, welfare, safety and supervision of children carrying out risk assessments as required.
3. To provide and prepare a healthy and balanced meal for the children, in line with the school's healthy eating policy.
4. Ensure that food provided is well balanced and healthy in accordance with recommended dietary requirements, and that food preparation/handling is carried out within the guidelines of the Food Safety Act 1990.
5. Interact and build relationships with parents/carers.
6. Liaise with the School on matters relevant to children's needs.
7. Develop new skills and working methods in order to effectively respond to and implement change.
8. Ensure that the Community room is properly tidied and ready for the next occupants
9. Ensure that the service is accessible to children and their families from all backgrounds, that the service is free from discrimination and promotes anti-discriminatory practice.

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## GENERAL

1. Ensure good standards of hygiene and cleanliness are maintained at all times.
2. Be responsible for the Health and Safety standards appropriate for the needs of the children.
3. Ensure the provision offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times.
4. Ensure all accidents are recorded in the accident book and ensure correct procedures are followed.
5. Ensure child is collected by someone known to the provision.
6. Ensure confidentiality within the provision at all times.
7. Promote the aims and objectives of St John's School and uphold its standards at all times.
8. Be involved in out of working hour's activities, e.g. Training, Staff Meetings.
9. Undertake continuous professional development, including courses and qualifications relevant to playwork.
10. Understand and adhere to the school policies, procedures and standards at all times.
11. To ensure the Setting offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
12. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Bursar.

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