



Vacancy at Talbot First School: Wrap Around Care Club Assistant (Before and After School Club)

Hours: 14 hrs per week over 5 days (am and pm) term-time only.
Salary: Grade 3 SCP 4 £12.65 per hour (£24,404 per annum, pro rata £7772 actual)

We are seeking to appoint a before and after school club assistant on a permanent basis, to start as soon as possible.

The post-holder would be joining our experienced, friendly team to provide pupils with a safe, exciting and stimulating environment where they can have fun and further develop their social skills.

We are looking for:

- Someone who is enthusiastic and flexible.
- Someone who has the skills and passion to supervise and provide activities for our children before and after school.
- Someone who has previous experience of working with children in an education setting is desirable.
- A team player who cares about our school.

Tasks include:

- To help provide appropriate activities and play opportunities to meet the needs of the children at the clubs.
- Help prepare and serve basic refreshments to children.
- Undertake all duties with regard to all policies in place at the setting.
- Respond to situations that may arise in a professional manner and record incidents as requested.
- Administer first aid as and when necessary (if qualified to do so) and complete all appropriate records.
- Maintain accurate administrative records, as and when requested.

The person specification and job description (entitled 'playworker' on the document) should be read prior to application. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post, which will require disclosure of any criminal convictions. A copy of our Safeguarding Policy is available to view on the TMPF website. As part of our recruitment process, we may carry out an online search of shortlisted candidates. Any relevant findings may be explored as an additional element of the interview. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Please note, CVs are not accepted. Only fully completed application forms are to be submitted for shortlisting.

For further details and an application form please contact Averil Kirk
Telephone number: 01889 500273 or email akirk@tmpf.staffs.sch.uk

Closing date for applications: Thursday 24th April 2025 Interview date to be arranged.

School				
Job No.	Post Title	Grade	JE Pts	Date
C1053	Play Worker	Grade 3	NJC 328	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to help provide safe and stimulating care for children.

Support to Pupils

- Help plan and deliver a range of suitable activities for children (being mindful of additional requirements for children of Nursery age).
- Treating all children as individuals, safeguard them and have a secure knowledge and understanding of their needs while they are within our care.
- Motivating and encouraging the children to participate in activities.
- Helping to promote the children's self-esteem.
- Encouraging acceptance of children with special needs.
- Ensure a clean, tidy environment conducive to fostering good Health and Safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Work to ensure that high quality care is provided and aligns with necessary guidelines.
- To help prepare nutritional snacks for children being mindful of all allergens.
- Ensuring the welfare and safety of children within our care.
- Promoting good behaviour within the group.
- To be ready at all times for emergency situations.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification Play Worker Level 1

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Good Interpersonal skills. • Experience of working with children. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment. • Ability to communicate effectively using various methods. • Able to work flexibly to suit client needs. 	I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

*AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***