



George Heriot's School

Founded 1628

Job Description

Job Title:	Play Worker
Responsible to:	WAC Manager, Assistant Managers and Senior Playworkers
Hours of Work:	Monday to Thursday: Term Time: 1:45pm – 5:45pm; 17 hours per week Holiday Periods: 8:15am – 5:45pm; 42.5 hours per week

Summary:

The Playworker is part of the Wrap Around Care (WAC) team which delivers care for up to 120 children throughout the year outside of school hours and during holiday periods. Play Workers work as a team to ensure the smooth, day-to-day functioning of the WAC in accordance with WAC policies.

Everyone working within the WAC has a responsibility for, and is committed to, ensuring the safety and wellbeing of the children using the WAC.

Key Responsibilities:

- Plan, deliver and evaluate stimulating, age appropriate activities for the children attending WAC.
- Support the children's developmental, social and emotional needs in a positive and understanding manner.
- Ensure appropriate behaviour from the children; effectively and appropriately deal with challenging behaviour.
- Understand and follow the School's Child Protection policy.
- Understand and follow the School's Health and Safety policy.
- Know and follow the WAC Emergency Evacuation procedures when necessary.
- Along with colleagues, ensure that the children's environment is comfortable, stimulating, safe and clean.
- Liaise in a polite and professional manner with children, parents and colleagues as required.
- Undertake training as required.

Key Duties:

- Collect Nursery, Primary 1 and Primary 2 children from class or clubs and register Primary 3, 4, 5, 6 & 7 children as they arrive at WAC.
- Be aware of the number of children attending WAC, ensure that they are signed out by an appropriate collector and that their departure is noted on sign out boards.

- Adhere to correct adult:child ratios.
- Manage the lists indicating where children are located throughout the session.
- Supervise the children in all areas of WAC, both indoors and outdoors and on outings.
- Follow WAC procedures on outings, including ensuring that all children are appropriately dressed in red t-shirts and caps, regular head counts are made and each adult maintains responsibility for their group of children.
- Provide leadership when on outings by encouraging the children's interest in the activity.
- Be involved in the children's experience at WAC which will include, among other things, reading, leading games, assisting with art and craft activities or baking.
- Administer First Aid when required. Record action taken appropriately and ensure parents are informed.
- Assist with the preparation and provision of healthy snacks.
- Promote good hygiene.
- Assist with the cleaning and organisation of WAC resources: including dishes, kitchen area, toys, art areas and games. Repair or remove damaged equipment as appropriate.
- Support new Playwork or relief colleagues and help them to follow the WAC routines.
- Take part in staff meetings.
- Read memos as distributed, taking note of any individual needs of children.

Skills and Attributes Required:

- Qualified to SVQ3 or HNC (or equivalent) in an appropriate, childcare related subject.
- Current Registration with SSSC
- Proven experience of working with children in a formal childcare setting
- Excellent communication skills, both written and verbal, with the ability to communicate clearly and effectively with both children and colleagues
- Ability to lead and motivate children and act as a positive, adult role model at all times
- Self-motivated with a proven ability to act on own initiative.
- Demonstrable commitment to the development of play opportunities for all children.
- Ability to prioritise and make decisions and respond to change positively.

Desirable skills:

- First Aid Training.
- Food Hygiene Training.
- Clean driving licence and ability to drive minibus.

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number
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