

**Principal Mrs D Secker**

**Melton Road**

Sprotbrough

Doncaster DN5 7SB

**Richmond Hill Primary Academy**

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 **Job Description**

**Job Title: Play-worker (10 Hours, TTO + 2 Days)**

**Grade & Salary:** Grade 5 Scale Point 4 – 6

 **Actual Salary £5,347 - £5,528**

**Days & Hours of Work:** Monday – Friday 15:15 – 17:15

**School:**  **Richmond Hill Primary Academy**

As a member of staff you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. Therefore, you could be required to work in any school within the Academy Trust.

**Responsible to:** Play Manager

**Responsible for:** The post holder has little or no supervisory responsibilities other than assisting in work familiarisation of other employees, including new employees

**Purpose:** To act under the direction of the Play Manager to provide before school care for children within Richmond Hill Primary Academy.

**Main Duties and Responsibilities for all Business Support Staff:**

* Ensure that the equipment is ready and safe for use before the pupils arrive to the Hillbillies sessions
* Undertake responsibility for the care of the children and provision of suitable play activities
* Ensure all activities are supervised
* Assess constantly the needs of the children, so that no child can be quietly distressed or be a cause for concern by disruptive actions and it not be noticed
* Ensure all accidents are recorded in the accident book with details of treatment and witness signatures
* To keep a register of attendance
* To ensure the safe collection of children from drop off by the pupil’s guardians to Hillbillies, then from Hillbillies to class for the start of the school day
* Prepare snack ensuring child’s individual health requirements are met
* Supervising snack/breakfast and clearing away/tidy up when finished
* Supporting team members in any other areas required
* Provide appropriate support and supervision of activity with regard to risk assessments, including on the spot assessments.
* Supervising and supporting children, considering age and ability
* Reviewing and identifying further play opportunities and child observation for future planning

**Safeguarding**

* Reporting on any Safeguarding/Prevent concerns to a member of the Safeguarding team.
* Undertake regular training, as required by law and directed by the Safeguarding team.

**Child Protection**

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection/Safeguarding Procedures adopted by the academy.

**GDPR**

* Maintain records in accordance with the school’s record retention schedule and data protection law, ensuring GDPR compliance with information security and confidentiality at all times.

**These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the Academy, commensurate with the grading of the post within changing the general character of the post at the discretion of the Principal.**