

# WARWICKSHIRE COUNTY COUNCIL

## PAY AND CONDITIONS REVIEW PROJECT 2006/07

### ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:** PLAYWORKER **JEID REF: C0034**  
(was S27)

**POST LEVEL:** Band D

#### **BROAD DESCRIPTION:**

Prepare and deliver activities to groups of children as directed by the Supervisor / Keyworker. Provide appropriate care for children.  
Contribute to the school's statutory duty to safeguard and promote the welfare of children.

**RESPONSIBILITY FOR OTHERS:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**RESPONSIBILITY FOR STAFF:** The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**RESPONSIBILITY FOR FINANCE:** The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

**RESPONSIBILITY FOR PHYSICAL RESOURCES:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC).

#### **TYPICAL TASKS**

Prepare, deliver and participate in play opportunities/activities  
Set up and clear away after play sessions/activities  
Observe and provide feedback to supervisor on children's development, play and learning experiences  
Provide care for the children including: delivering and collecting small groups to and from school, ensuring safe return to appropriate person  
Prepare and serve refreshments/snacks and clear away  
Assist with induction of new staff, students and volunteers  
Administer first aid as appropriate and according to policies  
Assist with children's toileting and personal care  
Ensure that resources are maintained and clean, reporting loss/damage or low stock to supervisor  
Work within the Children's Act, adhering to standards and guidelines

## **QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES**

Have an understanding of working with and caring for children of the appropriate age range and understanding individual needs

NVQ level 2 in EY or equivalent

Understand good quality childcare

Numeracy and literacy to be able to read, write, count, understand school policies, check registers

Have good communication, listening and persuasion skills

Able to present information to others (for formal reviews etc)

Able to lead and participate in safe and creative play

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children