



**CARE CLUB
PLAYWORKER
CANDIDATE BROCHURE**



CARE CLUB

Providing quality 'Out of School' childcare for Menston Primary School pupils.



Menston Primary School CARE CLUB Aims to provide quality Out of School Childcare provision in a play based setting to allow parents to work, study or undertake activities in the knowledge that their children are being looked after in a caring, child-friendly environment.

WHO AND WHY?

Established in 1999, the Governing Body provide the self-financing childcare business. It is staffed by a team of professional Playworkers and led by a trained and experienced Manager, Heather Searle. The Headteacher, Mrs Marie Wilson, and the Governors provide continuous professional support. All staff are DBS cleared and participate in ongoing training.

The club provides childcare during term time before and after school. We have 75+ places available for each session for children who attend Menston Primary School.

We aim to work with parents/carers to offer a caring and supportive environment for their child. The club offers stimulating and creative play opportunities and a friendly, welcoming atmosphere!

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

We all love to play! Wherever possible we will endeavour to include a child with special educational needs or disabilities should the parent/carer request it. For any enquiries or concerns please speak with the Club Manager.

PREMISES

Care Club is based in a dedicated suite of play rooms with supporting areas including a small kitchen, office and storage rooms. These are in a single storey building situated in the centre of the school campus within the Link Building, but when we have a larger number of children we can break into smaller groups and deliver Playwork on the move as we OUTREACH to make use of the school halls and other available rooms throughout the school. We are lucky enough to be able to make full use of our extensive school grounds outside too as the weather and seasons dictate – several different playgrounds, picnic areas and fields, woodland, ball court and adventure playground.



ACTIVITIES

We take great pride in offering good quality play opportunities and take note of what children enjoy. We recognise that children are more likely to flourish when they can choose and develop their own play activities, taking risks and learning at their own pace. To this end we facilitate as much freedom of choice as possible within our play organisation, all supported and monitored by our professional Playworkers. Sometimes our play is based around a special theme and everyone is welcome to contribute ideas. We have a wide variety of activities:

- arts and crafts, junk modelling, clay and dough, baking, sewing
- a great diversity of imaginative play - dressing-up, drama, den building (a great favourite both indoors and outside), dolls, cars and trains
- construction toys, table-top toys and games
- indoor and outdoor group and individual games and sports



- a wide variety of other outdoor play opportunities including gardening and playing with natural materials as often as we can, weather permitting and always supervised by an adult
- films and music, singing and dancing
- fun competitions
- a quiet place for reading and homework



TIMES

Children attending before school sessions can be received into the club from 7:30am onwards and are offered a variety of opportunities to play - a happy start to the day!

Those attending after school sessions are offered activities relating to their interests and a place to relax. Children can be collected any time up to 6pm.

We are only open on the days Menston Primary School is open.



Required Spring Term 2024

Permanent PLAYWORKERS at our very popular before and after school Care Club based in Menston Primary School (Term Time only)

All posts are either Band 3 (£11.59 per hour) or Band 4 (£11.79 to £11.98 per hour) according to qualifications and experience

We are particularly keen to recruit candidates who are able to work afternoons from 3.00 to 5.30pm, term-time only, although other positions may be available. These may be fixed-term/permanent.

We would welcome applications from anyone with an enthusiasm and interest in working with and developing young children. We encourage people from all walks of life to apply so that we gain a wide variety of skills and experience to support and develop our provision.

Our Care Club is a well-established, friendly and caring 75+ place, play based before and after school care facility for Menston Primary School children, with tremendous indoor and outdoor facilities. We have our own dedicated Care Club playrooms and a wide variety of appealing outdoor play spaces. New staff are fully supported with a full induction programme and ongoing training.

Application packs, further information on the posts and a copy of our privacy notice for applicants are available from the vacancies section of our school website:

<https://menstonprimary.co.uk/vacancies/>

In your application you should clearly outline any existing experience of working with children in either a paid or voluntary capacity, and any relevant hobbies or interests you have.

If you would like to know more about the post before making a decision to apply, please contact: Heather Searle, Care Club Manager 01943 883927

Please return your completed application by email to recruitment@menstonprimary.co.uk

Please note that we are unable to accept CV's.

Closing Date for applications: 9am on Monday 15th January 2024

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Shortlisted candidates will be subject to an online search and the successful candidate will be required to undertake an enhanced DBS disclosure.

MENSTON PRIMARY SCHOOL CARE CLUB

JOB DESCRIPTION

Post Title: Playworker Level 1

Responsible to: The Club Manager, The Headteacher and Governing Body of Menston Primary School

Purpose of the Job:

To assist in the delivery of high quality child care in a before and after school setting

Range of Duties:

- Preparing activities, helping to organise the programme and ensuring the delivery of creative and appropriate play opportunities in a safe and caring environment.
- Providing full care for the children including: delivery of children to school, collection of children from school, providing refreshments and the safe delivery to parents / named carers.
- Carrying out day to day administration, record keeping and making a contribution to session evaluations as required by the Manager.
- Encouraging parental involvement and support of the Club.
- Initiating close liaison with parents, school and other relevant agencies in conjunction with the Manager.
- Attending meetings as appropriate.
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Working within agreed policies, including Health & Safety, Safeguarding and Child Protection.
- Any other duties as required.

Other requirements

- To take part in training appropriate to the post.
- To take part in any appraisal arrangements made by the school.

Employment Checks

This post is always subject to satisfactory DBS clearance, eligibility to work in the UK and receipt of satisfactory references.

Pay

Level 1 Playworkers are paid on Band 3 SCP 2. Progression to Level 2 Playworker, Band 4 is not automatic. Any Level 2 Playworker posts will be advertised and open to candidates who have achieved a Level 2 qualification in playwork (or similar equivalent qualification).

Variation clause:

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Headteacher reserves the right to make changes to the job description following consultation.

Flexibility clause:

To carry out any other reasonable duties, tasks or responsibilities as requested by the Headteacher.

PERSONNEL SPECIFICATION

Post Title: PLAYWORKER LEVEL 1 AT CARE CLUB (OUT OF SCHOOL CHILDCARE PROVISION IN A PLAY BASED SETTING)

Post Grade: Level 1 Playworkers are paid on Band 3 SCP2. Progression to Level 2 Playworker, Band 4 is not automatic. Any Level 2 Playworker posts will be advertised and open to candidates who have achieved a Level 2 qualification in playwork (or similar equivalent qualification).

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE		<p>Experience of working in a team situation</p> <p>Working with or caring for children of relevant age or relevant experience eg voluntary organisation, parental caring responsibility</p> <p>Basic clerical/admin experience</p>	Application form & Selection process
QUALIFICATIONS		<p>GCSE English and Maths or equivalent eg. Adult Literacy/Numeracy at level 1</p> <p>Qualifications relating to post eg health, children, practical skills, first aid</p> <p>An appropriate Level 1 playwork qualification (or equivalent)</p>	Application form & Selection process. Certificates.
TRAINING	<p>Willingness to participate in development and training opportunities</p> <p>A commitment to undertake a Level 1 playwork qualification (or equivalent)</p>		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SPECIAL KNOWLEDGE	An understanding of good quality childcare	An understanding of the needs of a multicultural society. Awareness of child development An ability to meet children's individual needs	Application form & Selection process
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices		Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	Ability to relate well to children and adults Work constructively as part of a team An ability to provide and facilitate safe, creative play Ability to remain calm under pressure Demonstrate good co-operative, interpersonal and effective listening skills Demonstrate a commitment to working with children age 4-11years Good sense of humour Flexibility and willingness to accept change	Ability to understand care club roles and responsibilities and your own position within these Ability to work on own initiative Experience of working with children age 4-11 years	Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Approachable, courteous and able to present a positive image of care club and the school to callers and visitors</p> <p>Maintain confidentiality in matters relating to the Care Club and school, children, parents and carers</p>		
CIRCUMSTANCES - PERSONAL	<p>Will not require holiday leave during term time</p> <p>Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</p> <p>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)</p>		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
PHYSICAL/SENSORY	<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</p>		<p>Selection process.</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties</p> <p>For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying pupils, within school policies and practices</p>		

‡ Use of References

References will only be read by the recruitment panel following interviews, after the preliminary selection decision has been made.

MENSTON PRIMARY SCHOOL CARE CLUB

JOB DESCRIPTION

Post Title: Playworker Level 2

Responsible to: The Club Manager, The Headteacher and Governing Body of Menston Primary School

Purpose of the Job:

To assist in the delivery of high quality child care in a before and after school setting

Range of Duties:

- Preparing activities, helping to organise the programme and ensuring the delivery of creative and appropriate play opportunities in a safe and caring environment.
- Providing full care for the children including: delivery of children to school, collection of children from school, providing refreshments and the safe delivery to parents / named carers.
- Carrying out day to day administration, record keeping including project reports and making a contribution to session evaluations as required by the Manager.
- Encouraging parental involvement and support of the Club.
- Initiating close liaison with parents, school and other relevant agencies in conjunction with the Manager.
- Attending meetings as appropriate.
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Working within agreed policies, including Health & Safety, Safeguarding and Child Protection.
- Any other duties as required.

Other requirements

- To take part in training appropriate to the post.
- To take part in any appraisal arrangements made by the school.

Employment Checks

This post is always subject to satisfactory DBS clearance, eligibility to work in the UK and receipt of satisfactory references.

Pay

Level 1 Playworkers are paid on Band 3 SCP 2. Progression to Level 2 Playworker, Band 4 is not automatic. Any Level 2 Playworker posts will be advertised and open to candidates who have achieved a Level 2 qualification in playwork (or similar equivalent qualification).

Variation clause:

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Headteacher reserves the right to make changes to the job description following consultation.

Flexibility clause:

To carry out any other reasonable duties, tasks or responsibilities as requested by the Headteacher.

PERSONNEL SPECIFICATION

Post Title: PLAYWORKER LEVEL 2 AT CARE CLUB (OUT OF SCHOOL CHILDCARE PROVISION IN A PLAY BASED SETTING)

Post Grade: Level 2 Playworkers are paid on Band 4 SCP 3-4. Progression to Level 3 Playworker, Band 5 is not automatic. Any Level 3 Playworker posts will be advertised and open to candidates who have achieved a Level 3 qualification in playwork (or similar equivalent qualification).

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience of working in a team situation.</p> <p>Working with or caring for children of relevant age or relevant experience eg voluntary organisation, parental caring responsibility</p>	Basic clerical/admin experience	Application form & Selection process
QUALIFICATIONS	An appropriate Level 2 playwork qualification (or equivalent)	<p>GCSE English and Maths or equivalent eg. Adult Literacy/Numeracy at level 1</p> <p>Qualifications relating to post eg health, children, practical skills, first aid</p>	Application form & Selection process. Certificates.
TRAINING	A commitment to participate in development and training opportunities		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SPECIAL KNOWLEDGE	<p>An understanding of good quality childcare</p> <p>Awareness of child development.</p> <p>An ability to meet children's individual needs</p>	<p>An understanding of the needs of a multicultural society</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs</p>	Application form & Selection process
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices		Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	<p>Ability to work on own initiative, using judgement and common sense</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p> <p>An ability to provide and facilitate safe, creative play</p> <p>Ability to remain calm under pressure</p> <p>Demonstrate good co-operative, interpersonal and effective listening skills</p>	<p>Ability to understand care club roles and responsibilities and your own position within these</p> <p>Ability to work on own initiative</p>	Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Demonstrate a commitment to working with children age 4-11 years</p> <p>Good sense of humour</p> <p>Flexibility and willingness to accept change</p> <p>Approachable, courteous and able to present a positive image of Care Club and the school to callers and visitors</p> <p>Maintain confidentiality in matters relating to the Care Club and school, children, parents and carers</p>		
CIRCUMSTANCES – PERSONAL	<p>Will not require holiday leave during term time</p> <p>Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</p> <p>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)</p>		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
PHYSICAL/SENSORY	<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</p>		<p>Selection process.</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties</p> <p>For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying pupils, within school policies and practices</p>		

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