Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Out of School Club Playworker Assistant | | | **Director/Service/Sector:** Children’s Services | | **Office Use** |
| **Band:** 1 | | | **Workplace:** School based | | **JE ref:** S1250  **HRMS ref:** |
| **Responsible to:** Out of School Club Playworker or Head-teacher | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** Under the direction of a Out of School Club Playworker or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the Out of School Club and Holiday Club. | | | | | |
| **Resources** | Staff | None. | | | |
| Finance | | None. | | | |
| Physical | | None. | | | |
| Clients | | None. | | | |
| **Duties and key result areas:** Individually or as part of a team, Include but are not restricted to:-   1. Supervise pupils in the Out of School Club and Holiday Club, playground areas and school premises. 2. Ensure the maintenance of good order and discipline. 3. Deal with accidents and incidents in accordance with school procedures. 4. Other duties appropriate to the nature, level and grade of the post.   This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | Continuous standing and walking.  None.  Out of School Club and Holiday Club hours. Monday to Friday all year.  Outside working. | | | |

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**PERSON SPECIFICATION**

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| **Post Title:** Out of School Club Playworker Assistant | **Director/Service/Sector:** Children’s Services | **Ref:** S1250 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| No particular qualifications or knowledge are required. |  | | |
| **Experience** | | | |
| No specific experience in the workplace is necessary. | Some experience in a similar environment. | | |
| **Skills and competencies** | | | |
| Ability to follow straightforward oral and written instructions and to keep basic work records.  Physical skills related to the work. |  | | |
| **Physical, mental and emotional demands** | | | |
| Ability to work outdoors all year round. |  | | |
| **Motivation** | | | |
| A commitment to providing a quality service to customers. | A willingness to undertake job related training. | | |
| **Other** | | | |
|  |  | | |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits