



Stocksbridge
Junior School

Wrap Around Care Play Worker Co-ordinator (Primary)

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	4
Specific duties and responsibilities	4
Support for the trust/school	4
Changes to these duties.....	5
Person Specification	6
Job Title: Wrap Around Care Play Worker Co-Ordinator (Primary)	6
Knowledge, experience and skills	6
Qualifications	6
Other skills	6
Interpersonal skills	7
Child protection	7
Stocksbridge Junior School	8
Chorus Education Trust	9
To apply	10



The vacancy

Post advert

Deadline for applications:	11.59pm on 3.11.2024
Interviews to be held:	Week beginning 11.11.2024
To start:	January 2025

Stocksbridge Junior School is looking to appoint a Wrap Around Care Play Worker Co-ordinator to be responsible for leading and co-ordinating the team of play workers within the primary setting to deliver wrap around childcare provision.

Role summary

Post title:	Wrap Around Care Play Worker Co-ordinator (Primary)	
Profile:	LD2.5	
Grade:	3	
Grade spinal point range:	SCP 5 to 6	
Salary:	£23500 - £23893 (pro rata £7865- £7996)	
Accountable SLT post:	School Manager	
Line manager (if different):		
Staff to be supervised or line managed by post holder:	N/A	
Post holder will work with:	Other teaching and support staff	
Holiday and sickness relief:	Other support staff	
Purpose of post:	To be responsible for co-ordinating the team of play workers within the primary setting to deliver efficient wrap around childcare provision.	
Version revised:	July 2022	
Contract:	Temporary	17 hours/38 weeks (will consider job shares on a rota basis)



Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- To assist with the planning and delivery of all activities for the children at Breakfast and After School Club from the ages of 2 - 11.
- Coordinate the team of Play Workers to deliver creative play opportunities in a safe and caring environment.
- Administration and completion of the provision's statutory registers.
- Liase with School Manager to arrange cover for staff absence.
- Order associated play resources when required in line with stock and resource requirements.
- Order refreshments for the provision and ensuring orders meet the required statutory standards in relation to food hygiene and health and safety.
- The provision of full care for the children including safe delivery to parents / carers.
- Use specialist skills/training/experience to support children attending breakfast and after school club with SEN
- Be the main point of contact for parents/carers whose children are using the provision.
- Build relationships with parents, carers and other extended services staff whilst encouraging support/involvement in play activities.
- Liase with SLT and Safeguarding lead to report any safeguarding or behaviour incidents.
- Communicate with relevant staff where appropriate in relation to child specific information.
- Administer medicines to children when required as per school policy and administer basic first aid.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.



- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.



Person Specification

Job Title: Wrap Around Care Play Worker Co-ordinator (Primary)

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I



Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I



Stocksbridge Junior School

Stocksbridge Junior School strives for its children to have no limits to their ambitions and to aspire to reach their full potential. We prepare children for life-long learning, valuing the uniqueness of every child and providing for their needs within a safe, happy and caring environment in which everyone is equal and all achievements are celebrated.

Everyone at Stocksbridge Junior School aims to combine high standards with a broad and rich curriculum where education is the fusion of excellence and enjoyment. The curriculum is adapted to suit the needs of our pupils to ensure they are all 'learning together'.

The school, situated to the north-west of Sheffield, welcomes 270 pupils through its doors, from Year 3 to Year 6.



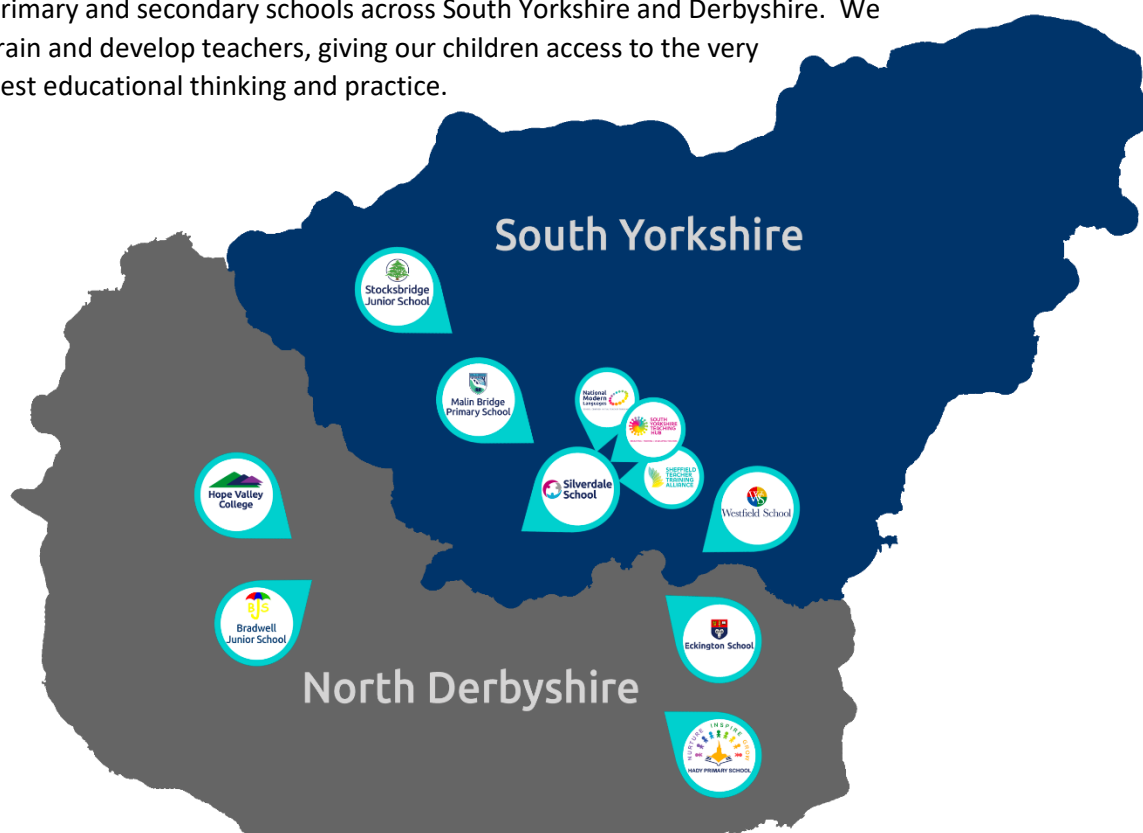
In addition to trust-wide benefits for all staff, those at Stocksbridge Junior School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Well equipped and comfortable staffroom.

You can view the school website at: www.stocksbridgejunior.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
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Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
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Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.



To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Amanda Proost at: aproost@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 3.11.2024.
- Interviews to be held: week beginning 11.11.2024

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

