



Laycock Primary School

Extended Schools Playworker – Recruitment Pack



If we believe it, we can achieve it

26 Laycock Street • Islington • London • N1 1SW



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Extended Schools Playworker

Laycock Primary School

Required for: **January 2025**

Contract: **Term-Time Only (Permanent)**

Grade: **Scale 3 (Spine 5 – 7)**

Breakfast Club (7:45 am – 8:45 am)

Hours: **5 hrs** Salary: **£3,729.93 - £3,905.22**

AND / OR

Playcentre (3:15 pm – 6 pm)

Hours: **13.75hrs** Salary: **£10,257 - £10,739**

Part-time shifts may also be possible

Advert

Laycock Primary School is a unique community school with a 64-place provision for deaf children. We pride ourselves on being a friendly and welcoming school with a strong sense of community spirit. Our inclusive ethos reflects our belief that every child can thrive and achieve their goals in life.

We are seeking committed, reliable, and enthusiastic **Extended School Playworkers** to join our Breakfast Club and/or Afterschool Club. Your responsibilities will include supervising children, encouraging positive play, and ensuring their safety during extended school hours.

If you believe you are a good fit and would like to be part of our team, please read on and apply.

We encourage visits from prospective candidates. To arrange a visit please contact us: hr@laycock.islington.sch.uk

Closing date for applications: Midnight, Thursday 28th November 2024

Shortlisting: Friday 29th November 2024

Interviews: Wednesday 4th December 2024 (please provisionally request time-off)

To apply, click here: <https://jobs.islington.gov.uk/vacancies/1096/extended-schools-playworker.html>

If you need any assistance, please email the hr@laycock.islington.sch.uk quoting reference: **LAY1096**

Laycock Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations. An online search will be conducted on shortlisted candidates.

Extended Schools Playworker

Laycock Primary School

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Grade: **Scale 3 (Spine 5 – 7)**

Post: **Breakfast Club *And/or* Playcentre**



Job Description

PURPOSE OF THE POST

To provide high standards of care and play opportunities for children between the ages of 3 - 11 years old in a safe and secure environment during the extended school hours.

What you have to achieve:

- High standards of care and play opportunities.
- Compliance of all regulatory requirements in Food Standards.
- Positive working relationships with staff members, outside professionals, parents and carers.
- Happy, supported and engaged children.

MAIN RESPONSIBILITIES

- To provide and encourage all pupils to eat but especially assist those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To provide for the play needs of 3-11 year olds by offering a range of play opportunities, social education/recreation programme of activities, which are value for money, in a safe and secure environment.
- Abiding by food hygiene regulations and ensuring the environment is safe
- To encourage social skills, positive play and good table manners
- Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
- Addressing issues calmly and politely and in doing so being a role model to the children.
- Working within the policies of the, the school especially those concerned with Equal Opportunities and Health and Safety.
- Carrying out administrative duties on computer terminals in accordance with school procedures such as registers, logging first aid, safeguarding concerns etc.
- Preparation and presentation of the relevant information required by the Headteacher, School or Governors
- Meeting any other requirements of the borough.

SPECIFIC RESPONSIBILITIES

- Keeping informed of current legislation, local and national issues and the implementation in daily work practice.
- Addressing professional boundary issues in their relationships with children and young people.
- Assisting in the efficient daily running of extended school activities, to include on and off-site safety, registration and documentation, charging system for the school
- Developing and sustaining positive relationships with the whole School community, other staff, parents, carers, volunteers and other relevant agencies.
- Exercising a general duty of care in accordance with the School's Health and Safety Policy and legislation, ensuring that a safe working environment exists in the designated area.
- To carry out such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
- Where appropriate, to organise pupils from classroom, or the playground, and secure movement around the school as needed.
- Collaborate and show a flexible and enthusiastic approach to the role to improve the extended school experience.
- Consider individuals and groups of children of all levels of ability when organising play activities.
- Establish an exciting, purposeful and safe extended school environment, to enable children to feel secure and happy.

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

- To carry out the duties and responsibilities of the post, in accordance with Laycock's Health and Safety Policy and relevant Health and Safety Legislation.
- To promote the safeguarding of children
- To undertake training as appropriate.
- To undertake other minor and/or non-recurring duties appropriate to the post that may reasonably be required from time to time.

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Person Specification

CRITERIA

You must demonstrate on your application form that you meet the following essential criteria.

REQUIREMENTS	ESSENTIAL CRITERIA
EDUCATION AND EXPERIENCE	<p>E.1 Have a minimum of 6 months experience of supervising children in a paid or unpaid capacity.</p> <p>E.2 Have or willing to obtain Level 2 Diploma in Playwork or equivalent</p> <p>E.3 Have or willing to obtain a Level 2 Food Hygiene certification & First Aid</p>
SKILLS, KNOWLEDGE AND ABILITIES	<p>E.4 Must have the ability to assist in the organisation and deliver of a quality programme of activities e.g. arts/crafts, drama, sport, and any other activity which reflects Council and Young People's Services priorities.</p> <p>E.5 Have the ability to relate to pupils, in particular SEN children, to deal with them patiently and firmly.</p> <p>E.6 Must demonstrate the ability to work effectively with children who present challenging and discriminatory behaviour.</p> <p>E.7 Have the ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.</p> <p>E.8 Must be able to use or be willing to learn computer systems as required by role</p> <p>E.9 Must demonstrate their ability to adhere to and maintain effective relationships with children and young people, staff, parents, carers and other colleagues within appropriate professional boundaries.</p> <p>E.10 Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.</p> <p>E.11 Have an understanding of and the ability to deliver services within an Equal Opportunities Framework.</p> <p>E.12 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>
PERSONAL QUALITIES	<p>E.13 Positive attitude towards the school and working with others</p> <p>E.14 Professionalism in all actions</p>



How to Apply

Application Deadline

Completed application forms must be received by **Midnight, Thursday 28th November 2024**

To apply, click here: <https://jobs.islington.gov.uk/vacancies/1096/extended-schools-playworker.html>

If you need any assistance, please email hr@laycock.islington.sch.uk quoting reference: **LAY1096**

Please note that CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

To arrange a visit please contact the HR team: hr@laycock.islington.sch.uk

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on **Friday 29th November 2024**. Shortlisted candidates will be invited to interview on **Wednesday 4th December 2024**.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. As part of Safer Recruitment, there will be a **social media check** done on all shortlisted candidates. Information on this will be sent with the invite to interview email.



Laycock Primary School

26 Laycock St, London N1 1AH

Tel: 020 7226 2927

Email: office@laycock.islington.sch.uk

Website: <https://www.laycock.islington.sch.uk/>

Nearest station: Highbury & Islington

