

# Job Description

**Headteacher: Ms S Stevens**



Damson Wood Nursery and Infant School  
Stockwell Rise  
Solihull  
B92 9LX

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E-mail: [office@damson-wood.solihull.sch.uk](mailto:office@damson-wood.solihull.sch.uk)

Web Site: <http://www.damson-wood.co.uk/>

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Play Worker
<b>School</b>	Damson Wood Nursery and Infant School: Central Schools Trust
<b>Salary Band/Range</b>	Band B
<b>Responsible to</b>	Woodies Childcare Manager & Headteacher
<b>Hours</b>	16.25 hours per week – Term Time Only
<b>Days per week</b>	Monday - Friday 8.45am – 12noon term time only <i>Plus possible additional hours on a casual basis as required in Woodies Childcare or School Nursery.</i>

## 1. Job Purpose

To assist the team in developing and delivering a high-quality provision for 2, 3 & 4-year-old children within the Early Years during the school day, and for 2-7 year olds in our Before and After School Club.

## 2. Key Responsibilities

### 2.1 Main Duties

Planning, organising and supervising play opportunities following the lead from the Manager.

Providing age appropriate play opportunities for children during each session which are safe and imaginative allowing them to play in a creative and exciting manner.

Preparing resources that support these activities including the setting up and clearing away process.

Actively engaging and playing with children, supporting them in a professional and inclusive manner.

Preparation of snack time and positively assisting the children along with supporting the need for independence undertaking duties that may become necessary e.g. nappy changing.

Maintaining effective records of work to assist in the ongoing assessment process through observing, monitoring and developing children's progress during play.

To use initiative in developing friezes and displaying children's work.

	<p>Attending / instigating regular team meetings and any other meetings as may be required.</p> <p>Keeping up to date and familiar with both Woodies and school aims, policies and procedures, relevant learning and development documents e.g. Early Years Foundation Stage, and being aware of the routines for all aspects of the day.</p> <p>To complete day-to-day administration and record-keeping where appropriate.</p> <p>The post holder is expected to show initiative and reasonableness, and to take care in carrying out all tasks as are delegated.</p> <p>The post holder is responsible for carrying out any other duties as required by the setting as are appropriate with the grade and designation of the post, subject to any reasonable adjustment under the Disability Discrimination Act 1995.</p>
<b>2.2</b>	<b>People</b>
	<p>Carry out the role of Key Person to help ensure that every child's care is tailored to meet their individual need, offering a settled relationship for the child and building a relationship with their parents/carers.</p> <p>Encouraging fair and caring behaviour amongst the children and dealing with any challenging behaviour.</p> <p>Working in close partnership with staff and supporting and sharing in the positive ethos of the setting and school.</p>
<b>2.3</b>	<b>Safeguarding</b>
	<p>Central Schools Trust Academies are committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.</p> <p>The post holder is responsible for maintaining confidentiality in line with school and trust guidance and that of the Local Safeguarding Children Partnership.</p>
<b>2.4</b>	<b>Financial</b>
	<p>The post holder has no financial responsibilities.</p>
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<p>The post holder is responsible for the day to day use and storage of both indoor and outdoor equipment and for monitoring and requesting materials and resources as required.</p>
<b>2.6</b>	<b>Health &amp; Safety</b>
	<p>The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.</p>
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	<p>The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p>

<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Central Schools Trust that they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Central Schools Trust therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.  The school will provide essential training for this role which the post holder is expected to attend.
<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
	The School expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Reviewed by:</b>	Central Schools Trust
<b>Date:</b>	March 2025

# Person Specification



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<b>School</b>	Damson Wood Nursery and Infant School, Central Schools Trust

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	<p><b>NVQ level 3 childcare qualification</b></p> <p>GCSE or equivalent in English and Maths</p>	<p>Child protection training</p> <p>Paediatric First Aid Qualification</p>	<p>Application Form</p> <p>Interview</p>

<b>Skills &amp; Abilities</b>	Skilled in listening to and being able to socialise and communicate with children	Special interests transferable to children and young people	Application Form Interview
	Able to build good relationships with children, their parents and carers		
	Able to understand the needs of young children	Relevant experience of working with young children	
	Able to be patient and tolerant in dealing with children		
	Able to win confidence of children, staff and adults in the school community		
	Able to demonstrate a commitment to improving services to children		
	Able to safeguard pupils by taking account of medical conditions and risks in the environment and acting to address concerns which arise in a timely and appropriate manner under the guidance of the Woodies Manager and Senior Leadership Team	<p>Relevant safeguarding training</p> <p>First aid experience</p>	

<b>Experience &amp; Knowledge</b>	Experience of developing and supporting programmes of activities for children	Experience of promoting the participation of children and young people	Application Form Interview
	Experience of operating effective systems for planning, recording, evaluating and monitoring	Experience of instructing/ supervising others in delivering programmes of activities for children	
	Experience of ensuring the health, safety and welfare of children	Experience of working with Children with special educational needs	
	Knowledge of child development through play, and the principles of play work	Awareness of child protection issues	
	Basic understanding of child development and learning	Awareness of the needs of disadvantaged groups and of the practical implementation of equality and diversity	
		Knowledge of Early Years Curriculum	

<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity		Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches, as part of a team		
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback		
	Service Delivery: understands pupil needs and responds appropriately and demonstrates continuous improvement		
	Effective written and oral communication		Application form and interview

<b>Other requirements</b>	Commitment to promoting equality and diversity across the service.		
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<b>Date</b>	March 2025