



**MOSAIC**  
SCHOOLS LEARNING TRUST

<b>Job title:</b>	Playworker	
<b>Reports to:</b>	Head Teachers, Lead Playworker	
<b>Scale/FTE:</b>	BR4 Point 12	Hours: Various hours per week Contract: Permanent

**Key Purpose**

Delivery of a high quality provision of varied activities for pupils to enjoy after school in a relaxed, caring environment.

**Main Responsibilities**

- Set up area before children arrive, creating a welcoming and informal environment
- Pack away at the end of each session
- Organising and supervise before and after school activities, in accordance with the Lead Playworker's planning
- Interact with children, through discussions or simply having a conversation on a one to one basis
- Prepare snacks and tea as required
- Supervise children during tea
- Ensure all catering equipment is cleared away and cleaned in preparation for the next session
- Manage and promote positive behaviour in accordance with the schools' Behaviour Policies and ensure everybody is happy and content (any concerns should be shared with relevant professionals)
- To safeguard children and ensure and promote their health and safety
- Ensure positive relationships with children, families and staff
- Ensure any information received from parents is passed on to the relevant staff
- Bring any concerns to the attention of the Lead Playworker
- Communicate any relevant news or issues to others in the staff team.
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish

**Administrative Duties**

- Liaise with parents, providing information and ensuring necessary documentation is accurate and complete e.g. contact information, medical needs etc.
- Record attendance on daily register
- Liaise with the Head Teacher, Senior Management Team and office staff on all relevant matters and issues
- Carry out other duties as may be required from time to time

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Person Specification</b>	
Criteria	Essential = E Preferable = P Desirable = D
<b>Knowledge, Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Ability to establish positive expectations of pupil's behaviour and a sensitivity to pupils' personal needs</li> <li>Good creative skills in order to create a stimulating environment for children</li> <li>Good interpersonal skills</li> <li>Ability to work under pressure and to deadlines</li> <li>Good organisational and planning skills</li> <li>Ability to manage some challenging behaviour from pupils</li> <li>Ability to work under own initiative</li> <li>Ability to prioritise own workload</li> <li>Ability to handle confidential information with discretion</li> <li>Friendly, positive and enthusiastic, 'can do' attitude</li> <li>Team player</li> <li>A commitment to support the children to reach their full potential</li> </ul>	E  E E P D D D P E E E E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of supervising children in a formal childcare setting</li> </ul>	E
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>A minimum grade C or above in English and Maths, or equivalent qualifications or relevant experience</li> <li>Basic Food Hygiene Certificate (is desirable but training will be given where required)</li> <li>Paediatric First Aid Certificate (is desirable but training will be given where required)</li> <li>Willingness to attend school based training</li> <li>Playwork or Childcare qualification at Level 2 is highly desirable</li> </ul>	E D D E D
Date: May 2025	