

# APPLICANT

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## NETHER EDGE PRIMARY



Realising Potential. Transforming Lives.

# Advert



**Post: After School Club Playworker**  
**Contract type: 6.75 hours/38 weeks**  
**Contract term: Fixed term 1 year (in the first instance)**  
**Salary: Grade 3 (£21,575 to £21,968 FTE)**  
**Pro Rata Salary: £3,298 – £3,358 (with under 5 years' service)**  
**Commencement Date: as soon as possible**

We are looking for an enthusiastic after school Playworker to join our team at Nether Edge Primary School. Nether Edge is an Ofsted outstanding primary school based in the south-west of the city. Our children are aged 4-11 years.

You will be required to supervise and support the children in your care whilst being creative and engaging. You will also have the ability to communicate well with staff members and parents. Duties will vary between assisting in the delivering and undertaking of exciting activities in the classroom i.e. supervising play, joining in games, overseeing quiet activities, to serving snacks. You will be reliable and dedicated and have good communication skills in order to liaise with children, other members of staff and our parents and carers.

The hours of work will be Tuesday, Wednesday and Thursday 3pm to 5:15pm.

The ideal candidate will:

- have experience ideally gained within a busy and demanding environment
  - have a keen desire in children's development
  - an ability to work using their own initiative
  - an alignment to a can-do culture
  - the capability to maintain effective relationships
- a high level of communication skills and the ability to relate positively to children and adults
  - the talent to adapt to changing situations and learn new skills
  - a keen eye for ensuring the safety of our pupils

If you think this is a role in which you will thrive, we would welcome an application from you.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note we do NOT accept CV's or Council Application Forms.

**Closing Date: Midnight Sunday 29th October**

## Headteacher's Message

Thank you for your interest in joining Nether Edge Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

Nether Edge is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and also develop as people.



Nether Edge Primary is part of Mercia Learning Trust along with King Ecgbert School, Mercia School, Newfield School, Totley Primary and Woodlands Primary.

Our expectations for every Nether Edge child are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every child, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the outstanding provision we offer to our community, and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Michele Nott  
Headteacher

## Job Description

<b>Post Title:</b>	After School Club Playworker
<b>Salary:</b>	Grade 3 (£21,575 to £21,968 FTE)
<b>Hours/Weeks</b>	6.75 hours, 38 weeks
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	N/A

**The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

### PURPOSE OF THE POST

- To lead in the provision of quality experiences for children using the After School facility at Nether Edge Primary School, by organising, planning and delivering an outstanding After School Club curriculum to a group of children aged between 4 & 11.

### ANTICIPATED OUTCOMES OF THE POST

- An effective and professional After School provision which has been fully embedded across the school.

### KEY RESPONSIBILITIES

To provide a high quality of care by:

- delivering a wide variety of activities to stimulate and support children's intellectual, physical, social language and emotional development.
- deploying the time and skills so as to offer each child the attention, stimulus and support which will ensure opportunities for continuity and progression in play.
- ensuring that activities reflect the linguistic, religious and cultural diversity of the community.

To ensure a safe environment for children in the group including:

- following the schools safeguarding policy, reporting all safeguarding concerns to the schools Safeguarding lead
- well maintained and safe equipment
- good hygienic standards
- prepare a snack in a clean and safe environment, order stock/food
- safety procedures for fire drill, arrival, departure and during the session
- first aid box regularly replenished
- help provide full care for the children including collection from school and the safe delivery to parents/guardians
- to administer first aid as and when necessary
- follow the school's behaviour and rewards policy

To keep records including

- daily register of attendance
- checking bookings
- accident and incident book
- records of payment of fees
- recording information in the diary
- liaising with school staff and parents

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

## **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- The post may be required to travel and work within any school in Mercia Learning Trust

## **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

## PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Issue Date: June 2023**

## Person Specification

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<b>Hours/Weeks</b>	6.75 hours, 38 weeks
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Literate and numerate – at least to grade C at GCSE  NVQ L2 training or equivalent qualification or experience	A commitment to train

	<p>Able to manage groups of children without supervision</p> <p>Ability to provide stimulating indoor and outdoor activities using the resources available</p> <p>Able to give a strong professional example to the children</p> <p>Able to deal with children's needs in terms of health and hygiene</p> <p>Able to empathise with children with learning difficulties / autistic spectrum disorder</p>	
<b>Experience</b>	<p>Experience of organising admin and keeping accurate records</p>	<p>To have worked in a Nursery/School/After School Club setting</p> <p>Evidence of team working</p> <p>Experience of dealing with members of the public in a service capacity</p>
<b>Personal Qualities</b>	<p>Understands the importance of a team approach</p> <p>Understands the importance of confidentiality</p> <p>Able to use own initiative</p> <p>Able to prioritise</p> <p>Flexible</p>	

## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merctrust.co.uk](http://www.merctrust.co.uk)

- Email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or post it to:  
MLT Recruitment Team  
Mercia Learning Trust  
79 Glen Road  
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 255 0926 or [enquiries@netheredge.sheffield.sch.uk](mailto:enquiries@netheredge.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

Key dates:

- **Closing Midnight Sunday 29<sup>th</sup> October 2023**

The small print:

- Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.
- In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.
- The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.
- We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate



whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.