



George Heriot's School

Founded 1628

Job Description

Job Title: Relief Playworker
Responsible to: Manager, Wraparound Care
Hours: Ad hoc to provide cover.

Summary:

Relief Playworkers are responsible for assisting the Wrap Around Care (WAC) team to ensure the smooth, day-to-day functioning of WAC in accordance with our policies. As with all staff within WAC, the Relief Playworker has a responsibility for ensuring the safety and wellbeing of the children using the facility.

Key Duties and Responsibilities:

Responsible to the WAC Manager and Assistant Managers, the main duties of the Relief Playworker include, but are not limited to:

- Deliver stimulating, age appropriate activities for the children attending WAC
- Support the children's developmental, social and emotional needs in a positive and understanding manner.
- Ensure appropriate behaviour from the children; effectively and appropriately deal with challenging behaviour.
- Ensure that the WAC Child Protection policy is followed at all times
- Ensure that the WAC Health and Safety policy is followed at all times
- Understand and implement the WAC Emergency Evacuation procedures when necessary.
- Help to ensure that the children's environment is comfortable, stimulating, safe and clean.
- Liaise in a polite and professional manner with children, parents and colleagues as required.
- Collect Nursery, Primary 1 and Primary 2 children from class or clubs.
- Adhere to correct adult to child ratios.
- Supervise the children in all areas of WAC including playrooms, GP room, Homework Room, outdoors and on outings.
- Follow WAC procedures on outings, including ensuring that all children are appropriately dressed in red t-shirts and caps, regular head counts are made and each adult maintains responsibility for their group of children.
- Be involved in the children's experience at WAC which will include, among other things, reading, leading games, assisting with art and craft activities or baking.
- Administer First Aid when required. Record action taken appropriately and ensure parents are informed.

- Assist with the preparation and provision of healthy snacks.
- Promote good hygiene.
- Assist with the cleaning and organisation of WAC resources: including dishes, kitchen area, toys, art areas and games. Repair or remove damaged equipment as appropriate.

Skills and Attributes Required

- Previous experience of working with children in a formal setting
- Excellent communication skills.
- Ability to act on own initiative.
- Ability to lead and motivate children.
- Commitment to the development of play opportunities for all children.
- Ability to prioritise and make decisions.
- Ability to respond to change positively.

Desirable:

- Ability to drive a minibus is a distinct advantage.
- First Aid Training.
- Food Hygiene Training.

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463