



# **Playworker for wraparound provision**

## **Recruitment Pack**

**Marsh Baldon CE Primary School**

**The Green**

**Marsh Baldon**

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# Welcome and School Vision



Headteacher: Carolyn Hanwell    Chair of Governors: Tom James

Marsh Baldon School is a Church of England Primary School in the heart of Marsh Baldon village south of Oxford city. We are a very small school with mixed age classes. Marsh Baldon CE Primary School is a member of the Wheatley Partnership of schools.

## Our School Vision

*'I came to give life, life in all its fullness'* John 10:10

Marsh Baldon is a small, inclusive school where all are supported to grow and learn informed by the Christian values of Love, Cooperation, Equality, Respect, Integrity and Courage. The school is a part of the local community, welcomes pupils of all faiths or none, values each individual, and strives to enable each pupil to achieve their potential.

We are proud of our diverse, inclusive school and our pupils come from the local communities of the Baldons and Nuneham Courtenay as well as the wider catchment of surrounding villages and Oxford suburbs.

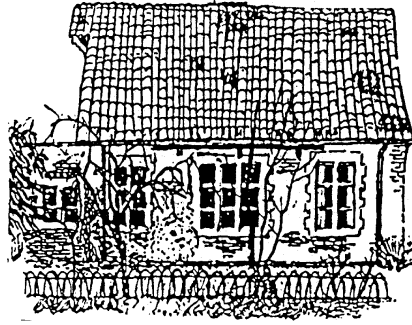
We respect our pupils as individuals and encourage an ethos of mutual respect and tolerance for all. We challenge and support all our young learners so they can achieve their full potential. We want the very best for all and prepare our pupils for their continued journey as independent, free thinking, confident individuals.



**Growing together, succeeding together**

**Our School Values:** Love, Cooperation, Equality, Respect, Integrity and Courage

# Job Advert



**We have an exciting opportunity to join a good school at the heart of a local village outside Oxford.**

Marsh Baldon Church of England School promotes the highest standards for all of our children. We believe in developing the whole child and we are all fully committed to ensure all our children receive the very best experience while they are at Marsh Baldon.

We are looking for someone to assist with the day-to-day organisation and operation of our after school childcare provision. Providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures. The post is term time only and is fixed term until August 2027, although there is a possibility of transferring onto a permanent contract at the end of the fixed term period. In addition, there may be the possibility of supporting our Breakfast Club provision, which also runs Monday - Friday during term-time.

## **What you will bring to our school:**

- commitment to the care of our children
- provision of creative play opportunities
- the ability to work in a team and form positive relationships with children, parents and staff
- to be able to actively promote and support the Christian values and ethos of our school

## **In return we can offer you:**

- a village school with a welcoming and positive ethos
- beautiful school grounds
- staff, parents and governors who are committed to our children
- supportive team and school leaders
- an inclusive and diverse school

Visits to the school are welcomed and encouraged. Please contact Jess Mackay in the school office on 01865 343249 to arrange a convenient date and time.

## **Safeguarding**

Marsh Baldon School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS). Reference checks will also be completed prior to the interview.

## Deadline

Closing date for applications is Monday 18th May at 5pm.

*Applications will only be accepted using the Oxfordshire County Council Application Form, this is found on the [Vacancies](#) tab on our website.*

Completed applications should be returned to [office@marshbaldonschool.co.uk](mailto:office@marshbaldonschool.co.uk).

## Interview

Interviews will take place later that week.



# Job Description: Playworker

**School:** Marsh Baldon CE Primary School

**Salary:** Grade 4: £25,185 - £25,584 This is the Full Time Equivalent salary and will be paid pro rata

**Contract type:** Fixed Term until August 2027

**Responsible to:** Headteacher

**Hours:** 11.5 hours per week, to be worked from 3pm-5.30pm Monday - Thursday, 3pm-4.30pm Friday  
Term Time only

*\*The post is fixed term until August 2027, although there is a possibility of transferring onto a permanent contract at the end of the fixed term period.*

## Main Purpose

To assist with the planning day-to-day organisation and operation of the childcare provision. Providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

The post holder is responsible for ensuring that all Child Protection and Safeguarding policies are adhered to and concerns are raised in accordance with these policies.

## Duties and responsibilities

- To assist with the provision of care and creative play opportunities in consultation with children and in accordance with relevant childcare legislation.
- Encourage children to interact with others and engage in activities, and establish and maintain boundaries for their behaviour
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation
- To assist with day to day administration and record keeping
- To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the childcare provision
- To administer first aid and medication as appropriate (if training has been received)
- To maintain constructive relationships and communicate with parents/carers
- Prepare and use specialist equipment / resources / materials as required
- Health & Safety: To assist in ensuring that the provision is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively

## Working in our school team

- To understand and support school policies for communicating with parents and carers; ensuring the wellbeing of pupils; and confidentiality
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to the Headteacher.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Help to create and maintain a purposeful, orderly and productive working environment
- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the headteacher.

### Health & Safety:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable.

**Please note that this Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all of the tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder.**

# Person Specification

Key Criteria in addition to the statements in the Advert

Specification	Essential	Desirable
<b>Experience</b>	<p>Experience of working with children</p> <p>Working constructively as part of a team.</p>	<p>Working with children with SEN 1:1</p> <p>Experience of working in a school</p>
<b>Skills and knowledge</b>	<p>Commitment to and knowledge of safeguarding pupils</p> <p>Current appropriate first aid certificate or evidence of commitment to achieve this within 3 months of recruitment</p> <p>Food safety/hygiene qualification at Level 1 or above or commitment to achieve this.</p> <p>Good standard of basic spoken and written English</p> <p>Good communication skills</p> <p>The ability to use language and other communication skills that pupils can understand and relate to</p>	<p>Level 2 Qualification in Playwork / Early Years / Childcare</p>
<b>Personal Qualities</b>	<p>Ability to communicate effectively with children and adults</p> <p>Ability to act in a professional manner at all times</p> <p>Work constructively as part of a team</p> <p>Ability to work independently</p> <p>Willingness to adapt and take on additional training in order to fully meet the needs of the pupils</p> <p>Ability to maintain confidentiality on all school matters</p> <p>Can maintain personal presentation that sets high standards for pupils</p> <p>A caring positive attitude towards pupil welfare</p> <p>Hard working, energetic team player</p> <p>Commitment to providing a high quality inclusive childcare and play</p> <p>Ability to attend work regularly and on time</p> <p>Ability to move equipment / small items of furniture when setting-up / clearing</p>	