



# GATEWAY PRIMARY SCHOOL

Inspiring Curious Minds



**Headteacher:** Mrs Kayleigh Anstee

**Date:** September 2025

## Children, Education & Families Directorate

### JOB DESCRIPTION

**Job Title:** Wraparound Care Playworker  
**Service/School:** Gateway Primary School  
**Grade:** G4  
**Hours:** 12.5 hours per week  
Monday to Friday -3pm to 5:30pm  
Term time only  
**Job Type:** Permanent  
**Responsible to:** Playleader

### MAIN PURPOSE OF THE JOB:

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

This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies

### MAIN DUTIES:

- \* To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- \* To deputise for the playleader when required.
- \* To assist the playleader in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- \* 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.

Gateway Primary School, Netheravon Close, Carterton, Oxon, OX18 3SF  
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- \* To support the playleader in ensuring that the club 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. This also applies to trips and other off-site activities.
- \* 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 club.
- \* To administer first aid and medication as appropriate.
- \* To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- \* To maintain constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council's Community Childcare and Play staff.
- \* To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the playleader or headteacher.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- 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.

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