



# Wraparound Care Play Worker Co-ordinator

Applicant Pack



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## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on 15 June 2025
<b>Interviews to be held:</b>	Week beginning 23 June 2025
<b>To start:</b>	September 2025

Are you passionate about providing high-quality care and enriching experiences for children? We're looking for a dedicated and enthusiastic Wraparound Care Playworker Coordinator to lead and support our before and after-school care provision.

In this key role, you'll coordinate and deliver engaging activities, ensure a safe and nurturing environment, and co-ordinate a team of playworkers to support the needs of our children and families. We're seeking someone with a warm, child-centred approach, excellent leadership skills, and a proactive attitude.

### Role summary

<b>Post title:</b>	Wraparound Care Play Worker Co-ordinator	
<b>Profile:</b>	LD2.5	
<b>Grade:</b>	3	
<b>Grade spinal point range:</b>	SCP 5 to 6	
<b>Salary:</b>	£24,790 - £25,183 (pro rata £9,541 - £9,692)	
<b>Accountable SLT post:</b>	School Office Manager	
<b>Line manager (if different):</b>	N/A	
<b>Staff to be supervised or line managed by post holder:</b>	N/A	
<b>Post holder will work with:</b>	Other teaching and support staff	
<b>Holiday and sickness relief:</b>	Other support staff	
<b>Purpose of post:</b>	To be responsible for co-ordinating the team of play workers within the primary setting to deliver efficient wrap around childcare provision.	
<b>Version revised:</b>	July 2022	
<b>Contract:</b>	Permanent	17hours/38 weeks

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- To assist with the planning and delivery of all activities for the children at Breakfast and After School Club from the ages of 2 - 11.
- Coordinate the team of Play Workers to deliver creative play opportunities in a safe and caring environment.
- Administration and completion of the provision's statutory registers.
- Liaise with School Manager to arrange cover for staff absence.
- Order associated play resources when required in line with stock and resource requirements.
- Order refreshments for the provision and ensuring orders meet the required statutory standards in relation to food hygiene and health and safety.
- The provision of full care for the children including safe delivery to parents / carers.
- Use specialist skills/training/experience to support children attending breakfast and after school club with SEN
- Be the main point of contact for parents/carers whose children are using the provision.
- Build relationships with parents, carers and other extended services staff whilst encouraging support/involvement in play activities.
- Liaise with SLT and Safeguarding lead to report any safeguarding or behaviour incidents.
- Communicate with relevant staff where appropriate in relation to child specific information.
- Administer medicines to children when required as per school policy and administer basic first aid.

### Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.

- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

## Person Specification

Job Title: Wrap Around Care Play Worker Co-ordinator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Basic General Education	✓		A / I
Experience of working with children	✓		A / I
Good knowledge relating to the care and learning of children in an out of school club setting		✓	A / I
Knowledge of strategies which promote good behaviour and discipline	✓		A / I
Experience of working in a similar childcare service	✓		A / I
Experience of working successfully in a team	✓		A / I
Experience of communicating effectively with parents and external bodies relating to the child's care and development as required.		✓	A / I
Ability to participate fully in planned physical interventions, in children personal care routines and in moving and handling children with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures	✓		A / I
A caring attitude	✓		A / I
Ability to line manage and work as part of a team and to apply instructions	✓		A / I
Ability to encourage positive play and initiate games	✓		A / I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A / I

Food Hygiene Qualification or willingness to complete them	✓		<b>A / I</b>
Experience in playwork/childcare	✓		<b>A / I</b>
<b>Other skills</b>			
Highly motivated with a can-do attitude	✓		<b>A / I</b>
To be organised and able to follow instructions	✓		<b>A / I</b>
Flexible and adaptable approach	✓		<b>A / I</b>
Be welcoming and approachable to children, young people, parents and other visitors	✓		<b>A / I</b>
Maintain confidentiality over all matters relating to the school, pupils and relevant stakeholders	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>A / I</b>

## Hady Primary School

Hady Primary School is a primary school and nursery, situated in the East of Chesterfield, Derbyshire. It welcomes 350 pupils through its doors, from Nursery to Year 6.

Hady Primary aims to provide a nurturing environment, inspiring experience, and firm foundation for growth for the pupils, who are willing to learn, well-behaved and enthusiastic. It does so from an elevated location overlooking Chesterfield, which offers access to outdoor learning areas.

The school strives for excellence, welcomes challenges and delivers consistently strong results and Ofsted judged it to be 'Good' at its most recent (ungraded) inspection in April 2024, with evidence that "the inspection grade might be outstanding if a graded inspection were carried out".



In addition to trust-wide benefits for all staff, those at Hady Primary School also have access to:

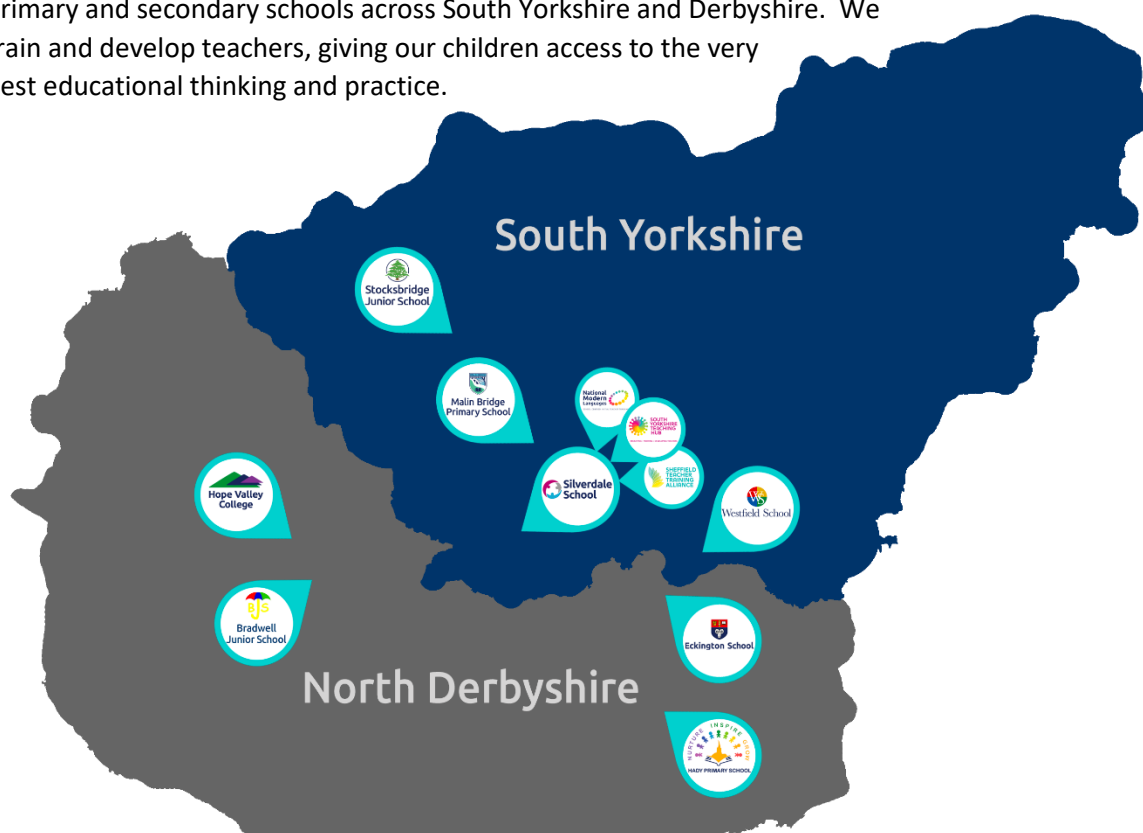
- Supportive and friendly staff and leadership team.
- Free staff parking.

You can view the school website at: [www.hadyprimaryschool.co.uk](http://www.hadyprimaryschool.co.uk).



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



**Career progression** opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from:  
[www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Alice Pearson (HR Officer)  
at: [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 15 June 2025.
- Interviews to be held: week beginning 23 June 2025.

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.