

**School**

GLEDHOW PRIMARY SCHOOL, Lidgett Lane, Leeds LS8 1PL

**Post Title**

Playworker (Gledowls)

**GRADE**

A3

**JE Ref**

737

**Post(s) to which directly responsible**

Immediate line manager

**Post(s) for which directly responsible**

None

**Purpose of job**

The post holder will support the Gledowls Manager and the team in ensuring a high quality childcare, with a positive, safe, and happy environment, is provided for all pupils in line with the policies and procedures of the service and the School.

**Responsibilities**

- To assist the manager and supervisors in ensuring that the service provides high quality child care
- Help to deliver a wide variety of activities to stimulate and support children's intellectual, emotional, physical, social, language and play development
- Providing good quality, nutritious and attractive food and refreshments for the children prepared according to set standards of hygiene
- Contributing to and implementing the Schools policies including those on equal opportunities
- To assist the manager in ensuring a safe environment for children and adults
- Helping to ensure that equipment is well maintained and safe to use
- Ensuring that good hygiene standards are kept
- Ensuring that all health and safety procedures (including child protection) are followed
- Dealing with any minor accidents according to the policies and procedures of the school. Reporting accidents or emergencies to the manager and completing an accident form if necessary
- Helping to ensure that the first aid box is appropriately stocked and regularly replenished
- Preparing and fully setting out the equipment before children arrive and tidying up after the children leave
- Assisting with administration as directed by the Manager/Supervisor(s)
- Attending relevant meetings and training events as directed

- Taking responsibility for own professional development
- Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential.
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
- Delivering a high level of customer service to parents and carers
- Advising the manager and other team members of any matter requiring attention, such as concerns about a child, or equipment needing repair or replacement
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

### **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

### **Physical Conditions**

The post is currently based at Gledhow Primary School, Lidgett Lane, Leeds LS8 1PL and has access by stairs and lift (in part) and is accessible by disabled persons to the ground floor by a portable ramp on request

The school operates a non-smoking policy.

### **Economic conditions**

Grade:	A3
Annual Leave:	Term time only working, pro rata for part time working.
Hours:	<b>Various</b> hours per week Mon-Fri 7.20 – 8.50 am and 2.45pm/3pm to 6pm
Conditions of Service:	NJC Conditions apply

**Prospects****Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training**

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

**Job Description Prepared / Reviewed by:****Date:****Job Description Approved by: S Parkinson****Date: 01/2026**

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Implement and monitor creative activities for pupils	*		T
Good communication skills	*		I
Ability to relate well to children and adults	*		I
Ability to work constructively as part of a team, understanding the Playworker role, staffing and team responsibilities and your own position within these	*		I
Basic literacy and numeracy skills	*		T

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Understanding of Health and Safety issues	*		I
Awareness of Child Protection issues	*		I
Understanding of the Behaviour Management issues and strategies		*	I
Be willing to work towards qualifying in NVQ level 2 and/or have equivalent experience.	*		I
Appropriate first aid training		*	A

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		A
Experience of working with pupils with additional needs		*	I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT(MOA)

A	=	Application Form
T	=	Test
I	=	Interview
C	=	Certificate