



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for Breakfast Club/Sessional Play Workers at Dussindale Primary School.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website [www.benjaminfoundation.co.uk/jobs](http://www.benjaminfoundation.co.uk/jobs)

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Please return your completed applications by email to:-

[recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Or by post to:

HR Department  
The Benjamin Foundation  
23-27 St Andrews Street  
Norwich  
NR2 4TP



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**Bank/Sessional - Play Workers**  
**Part time - Breakfast Club Play Worker**  
**Tuesday & Wednesday 7.00am – 8.45am**  
**Dussindale Primary School**

**Term time only**

**Salary: £8.75 per hour**

**(£1.24 per hour sessional holiday pay will be paid in addition)**

**Plus employee pension scheme and a heavily subsidised place (if appropriate) for your own child to participate in this after school and breakfast club.**

This position is based at Dussindale Primary School, where we deliver a high quality after school and breakfast club, Monday – Friday, 7.00am- 8.45am and 3pm - 6.00pm.

**Please state within the personal statement on the application form, the days and times you are available.**

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach® which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Tel: 01603 886925/886951

**Closing Date: Tuesday 1<sup>st</sup> October Noon**

**Interview Date: Wednesday 9<sup>th</sup> October (Norwich)**

**(Please keep the interview date free, if you would like to be considered for interview)**



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## Bank/Sessional Play Workers – Level 2

### Job description

<b>Job title:</b>	Bank/ Sessional - Play Worker Level 2
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Dussindale Primary School
<b>Contract:</b>	Zero, Term Time Only
<b>Salary:</b>	(£8.58 per hour)
<b>Hours of work:</b>	7.15am-9am and 3pm-6.00pm Monday -Friday
<b>Reporting to:</b>	Play Works Manager

### Job purpose

1. On a day to day basis, to assist with the care and support and running of the breakfast and after school club
2. To provide a full range of activities and support for the children who attend the club
3. To provide a high quality standard of care to all children demonstrating good working practice in order to achieve the best possible rating from Ofsted

### Main duties

#### Service Delivery

1. To work with the Play Work Manager and Lead Play Worker to ensure the setting meets the requirements of Ofsted and is considered a quality setting following inspection
2. Work with the Play Work Manager and Lead Play Worker to assist in the further development of the club to attract and provide for the needs of children and young people aged 3 to 13
3. Work closely with parents/guardians, school staff and staff from other agencies to identify the needs of young people, strategies to meet those needs and their implementation within Ofsted guidelines
4. Ensure the individual needs of each child/young person are fully taken into account in relation to any activity within the group
5. Assist in ensuring that the children/young people attending the group have access to a full and varied programme of social-education activities and that these activities within reason fully reflect their needs and wishes
6. Ensure the safety and well-being of the children/young people and staff/volunteers at all



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times

7. Ensure you are aware of all emergency and safety procedures relating to individual and/or group need
8. Ensure the venue is clean, tidy and fit for purpose
9. Assist in maintaining administration, registers, membership forms etc. as required for both Health & Safety purposes and the smooth running of the group including appropriate risk assessments
10. Work positively and co-operatively with staff from Dussindale Primary School and other agencies, developing good working relationship and when appropriate partnership schemes of work to the maximum benefit of children/young people
11. Be aware of the developments within this type of work both locally and nationally and use these to the full benefit of the children/young people involved in the project

### Internal Processes and Systems

1. To ensure all policies and procedures are adhered to
2. To ensure confidentiality at all times and be aware of safeguarding procedures

### General

1. Work positively and productively with the other members of the team to develop the highest quality overall provision
2. To maintain key relationships to high standards at all times
3. Participate in regular personal reviews and participate positively in any agreed training
4. Work positively and productively with the other members of the team to develop the highest quality overall provision
5. To carry out any other duties as may be reasonably required and commensurate with the responsibilities of the post
6. To undertake personal development and attend relevant training
7. Attend and engage in regular staff/cluster meetings

*The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.*

*The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.*

*This post is subject to a full and satisfactory DBS disclosure.*

**Name of Job Holder:**

**Signed Job Holder:**

**Date:**

**Name of Line Manager:**

**Signed Line Manager:**

**Date:**



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### Bank/Sessional Play Worker Level 2 – Person Specification

Criteria	Details	Essential	Desirable	Assessed	
<b>Qualifications &amp; Experience</b>	Level 2 Full and relevant Qualification or above in Play Work or similar	•		Certificates Application Form References	
	Experience of working in a Play Work setting or similar	•		Application Form Interview References	
	Experience and knowledge of the Play Work Principles and Ofsted requirements	•		Application Form Interview References	
	Qualifications in child protection, First Aid, Basic food catering		•	Certificates Application Form References	
	Experience of working with children aged 3 to 13	•		Application Form Interview References	
<b>Knowledge &amp; Skills</b>	A good working knowledge of the Play Work and early years requirements	•		Application Form Interview References	
	Knowledge the importance of play in children's lives	•		Interview References	
	An understanding of the developments within the sector	•		Interview References	
	A working understanding of the school environment	•		Interview References	
	Knowledge and understanding of child protection and safeguarding procedures	•		Interview References	
	<b>Personal Qualities</b>	A determination to provide a high quality of service	•		Interview References
	<i>Honest</i>	Honesty, fairness and a commitment to the service	•		Interview References
	<i>Team Player</i>	The ability to work as a team	•		Interview References
		To be Hard working, flexible and able to demonstrate common sense	•		Interview References
	<i>Broad - minded</i>	Supporting children and helping them to make choices	•		Interview
<i>Communication</i>	The ability to communicate clearly and effectively via email, telephone and face to face, sometimes dealing with complex issues	•		Interview	
<i>Flexible</i>	To be able to adapt to change quickly and to be spontaneous	•		Interview	



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<i>Calm</i>	The ability to work under pressure	•		Interview
<i>Passionate</i>	To be passionate about the care, learning and development of young children	•		Interview
	To be dedicated to ensuring the continuous learning and development of the children and the progression of the service.	•		Interview
<i>Fun</i>	To ensure you are fun, friendly and positively to be able to engage children in their learning through activities.	•		Interview
<i>Organised</i>	Good organisational skills	•		Interview References
<b>Additional</b>	A willingness to undertake training appropriate to the post	•		Interview
	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	An interest in the long term development of the service working within detailed work plans and objectives	•		Interview
	A sense of humour	•		Interview