

WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title: General Assistant / Playworker	Job Ref: Apr 26
Department: Children's Services	
Reports To: Head of Centre	Location: The Ambleside Centre
Grade: Grade 2 Scale 3-4	
Employment Status: Fixed Term Contract	
Until the end of Summer Term 2026	
Hours of Work: 9.00am – 4.00pm (Flexible for right candidate)	
<p>Job Purpose:</p> <p>To contribute to the care, education and support for families using the centre and support for practitioners who work with young families</p>	
<p>Departmental/Team Purpose:</p> <p>Maintained nursery school and children's centre</p> <p>To provide a high quality education, care and support service for families with young children and for practitioners who work with them</p>	
<p>Organisation Chart:</p> <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Senior Management Team members</p> <p style="text-align: center;">Early Years Practitioners</p> <p style="text-align: center;">Apprentices and Unqualified staff</p> <p>Summary of main contacts:</p> <p>Children Parents/Carers Other Staff Other professionals Visitors</p>	

Main Tasks/Accountabilities

- To offer activities and routines for individual and small groups of children that support their learning and development

- To be concerned with the care and welfare of children in the nursery throughout the day

- To assist in preparation and serving of food and drink to the children, having due regard for health and hygiene regulations, dietary and parental requirements

- To undertake toiletry, physical support routines of children as necessary.

- To reflect alone and with others in order to understand own and children's learning.

- To maintain a safe, secure and stimulating learning environment

- To work to the principles and requirements of the Early Years Foundation Stage

- To build and maintain a partnership with parents and carers, maintaining confidentiality at all times.

- To attend regular staff and training meetings

- To participate in the Performance Management scheme

- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.