

## Job Description

Job Title: <b>Deputy Play Leader (Out of School)</b>	Job Number:
Department/Directorate: People	Post Number:
Division/Section/Group/Team: Out of school clubs	Grade: 3 (point 4 - 7)
Location: Grangehurst Primary School	

### **Job Purpose:**

To assist in the day to day organisation and operation of the Out of School Club, ensuring the provision of a safe, caring and stimulating environment and to assume full responsibility in the absence of the Play Leader.

### **Duties and Responsibilities:**

1. To ensure the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment, by providing a programme of activities, services, and facilities designed to meet individual needs including consultation with children.
2. To administer first aid as appropriate
3. Working within appropriate childcare legislation and other relevant legislation.
4. To work within agreed policies and procedures and to review as appropriate, challenging attitudes, behaviour practises which are discriminatory.
5. To organise and provide full care for the children of school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and or named carers.
6. To co-ordinate and prepare nutritious and well balanced snacks.
7. To initiate and maintain close liaison with parents, school and other childcare and play related agencies including the Early Years Development and Childcare Partnership.
8. To be responsible for the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the Club's opening hours and for handover to the school.
9. To work flexibly, attend meetings as appropriate and undertake staff development.

10. To be responsible for ensuring that purchases are within an agreed budget.
  11. To assist with any fund raising activities.
  12. To line manage a team of staff and volunteers in the absence of the Play Leader, including indications, staff appraisal, and to manage staff development.
  13. Manage the setting in the absence of the Play Leader, within the OFSTED framework.
  14. Ensure that the policies and procedures of the setting are adhered to.
  15. To assist in the management of the day to day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
  16. To maintain appropriate records of children and staff/volunteers.
  17. To ensure that all planning, evaluation, and monitoring is recorded and documented.
  18. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties that include the processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for: Play Workers in the absence of Play Leader**

**Responsible to: Play Leader**