Job Description

Deputy Play Leader

Reports to: **Playleader**

Main Responsibilities: **To assist in the day-to-day organisation and operation of the club, ensuring the provision of a safe, caring and stimulating environment.**

To deputise in the absence of the Playleader

Main Duties

- Ensuring 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 in consultation with children.

- Provide full care for the children of school age, including safe handover of children from classroom and safe delivery to parents or named carers.

- Providing safe, creative, appropriate play opportunities, preparing activities and organising a suitable programme to meet the needs of the children

- Assist in the management of the setting to ensure that the childcare provision meets the required Ofsted Standards.

- Assist in line managing and leading a team of Playworkers, Students and Volunteers, including staff appraisal and staff development.

- Assist in carrying out day to day administration, financial administration, record keeping, ordering and purchasing of materials and equipment, working with in an agreed budget.

- Administering First Aid as appropriate.

- Help co-ordinate and prepare nutritious and well-balanced snacks.

- Encouraging parental involvement and support of the club.

- Initiating close liaison with parents, schools and other childcare and play related agencies including the Early Years Development and Childcare Partnership.

- Attending meetings as appropriate.

- To undertake staff development
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Ensure that all policies and procedures of the setting are adhered to
- To work effectively as part of a team to ensure that the recognised Quality Assurance Schemes Standards are met.
- To ensure that all planning, evaluation and monitoring is recorded and documented.
- Maintain appropriate records of children, staff, volunteers and students
- Assist in any fundraising and open days/evenings.
- Any other duties and responsibilities within the range of the salary

Person Specification

Deputy Playleader

Essential for the post

- Experience of working with 4- to 11-year-olds
- An appropriate Level 3 childcare qualification
- Willing to undertake further training as appropriate
- An understanding of Ofsted Standards
- Knowledge of suitable activities to promote social, emotional and intellectual development of school aged children
- Awareness and understanding of Child Protection
- An understanding of childcare legislation, initiatives and guidelines
- Knowledge of Health & Safety issues
- Able to plan, provide and facilitate safe and creative play opportunities for school-aged children, ensuring a variety of opportunities
- Ability to communicate effectively at all levels
- Ability to relate quickly an easily to parents/carers and children
- Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability
- Able to maintain accounts and keep appropriate records
- Ability to work in own initiative as well as work as part of a team
- Able to lead and manage a team in the absence of the Playleader
- Able to follow instructions and accept guidance

- Able to produce reports in the absence of the Playleader
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to handle situations calmly and effectively
- A commitment to equal opportunities
- Willing to undertake further training

Applicants will be required to undertake a DBS clearance.