



## Person Specification

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

	Job Requirements
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of good quality childcare</li> <li>• Knowledge of how children play and its relevance to their child development</li> <li>• Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.</li> <li>• Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.</li> <li>• A commitment to Equal Opportunities and an understanding of their application in childcare.</li> <li>• An understanding of the Children's Act and Guidelines.</li> <li>• A comprehensive understanding of Child Protection.</li> <li>• A comprehensive knowledge of Health &amp; Safety issues.</li> <li>• An understanding of the boundaries of confidentiality.</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• To be able to plan, provide and facilitate safe, creative play.</li> <li>• Be able to provide stimulating activities for school aged children</li> <li>• To ensure that there are a variety of opportunities for children's activities</li> <li>• Provide care and comfort to children, ensuring that they feel secure</li> <li>• Be sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability.</li> <li>• Be aware of and meet social and emotional needs of school aged children on an individual basis and in a group setting.</li> <li>• To be able to communicate effectively at all levels</li> <li>• To liaise with professional workers in connection with work issues.</li> <li>• The ability to relate easily and quickly to parents and children.</li> <li>• The ability to build positive relationships with adults and children.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To be punctual and fulfil duties in a responsible manner.</li> <li>• Able to work on own initiative.</li> <li>• To work effectively as a member of a team.</li> <li>• To lead and effectively manage a team in the absence of the Play Leaders</li> <li>• The ability to use judgement and common sense.</li> <li>• The ability to handle situations calmly and effectively.</li> <li>• To have effective organisational skills.</li> <li>• Able to keep records and to produce regular project reports</li> <li>• Able to maintain accounts and inventories.</li> <li>• Willing to undertake further training.</li> </ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of school aged children and within a group situation.</li> <li>• Experience of providing support for parents</li> <li>• Experience of working with other professionals</li> <li>• Experience of the registration process</li> <li>• Administration experience</li> <li>• Budget management experience</li> </ul>
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<b>Educational</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent</li> <li>• A current First Aid Certificate or willing to undertake training for this qualification.</li> </ul>
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<b>Special Requirements</b>	<p>This post is subject to Protection of Childcare Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS Disclosure will be required prior to appointment.</p> <p>For posts that involve caring for children under 8 years of age, the Play Leader will be required to successfully complete the 'Suitable Person' interview carried out by OFSTED.</p>
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