

## Job Description

**Vacancy Reference No:****Job Title:** Play Leader**Job Number:****Directorate:** People**Post Number:****Service:** Education**Grade:** 4**Location:** Our Lady of the Assumption**Responsible to:**

The Governing Body of Our Lady of the Assumption

**Job Purpose:** The day-to-day organisation of our Wraparound Club, ensuring the provision of a safe, caring and stimulating environment.

**Main Duties and Responsibilities**

- 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
- To ensure that the childcare provision meets the required Ofsted Standards.
- Managing and leading a team of Playworkers, volunteers and students including staff appraisal and staff development.
- Carrying out day to day administration, record keeping, ordering and purchasing materials and equipment.
- Being responsible for the day to day financial administration working within an agreed budget
- Administering First Aid as appropriate.

- Co-ordinate and prepare nutritious and well-balanced snacks following food standards guidelines.
- Encouraging parental involvement and support of the club.
- Initiating close liaison with parents, schools and other childcare and play related agencies and professionals 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 fund-raising activities and open days/evenings
- Any other duties and responsibilities within the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health & 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 which include processing of any personal data, must be undertaken within the Corporate Data Protection Guidelines.

**January 2025**

## Person Specification

**Vacancy Reference No:****Job Title:** Play Leader**Job Number:****Directorate:** People**Post Number:****Service:** Education**Grade:** 4**Location:** Our Lady of the Assumption**Requirements Essential for the post****1 Qualification/Education/Knowledge**

- 1.1 An appropriate Level 3 childcare qualification
- 1.2 Knowledge of Ofsted standards and the registration process.
- 1.3 Knowledge of suitable activities to promote social, emotional and intellectual development to school aged children.
- 1.4 Awareness and understanding of Child Protection.
- 1.5 An understanding of childcare legislation, initiatives and guidelines.
- 1.6 Knowledge of Health & Safety.
- 1.7 Paediatric First Aid Qualification.
- 1.8 Food Handling and Preparation Qualification

**2 Experience**

- 2.1 Experience of working with 4 to 11 year olds in a group setting.

**3 Skills and Abilities**

- 3.1 Able to plan, provide and facilitate safe and creative play opportunities for school aged children, ensuring a variety of opportunities.
- 3.2 Ability to communicate effectively at all levels.
- 3.3 Ability to relate quickly and easily to parents/carers and children.

3.4	Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability.
3.5	Able to maintain accounts and keep appropriate records.
3.6	Ability to work on own initiative as well as work as part of a team.
3.7	Able to follow instructions and accept guidance.
3.8	Able to manage and lead a team.
3.9	Produce reports relating to childcare provision.
3.10	Ability to meet children's individual needs.
3.11	Ability to use judgement and common sense.
3.12	Ability to handle situations calmly and effectively
<b>4</b>	<b>Other Requirements</b>
4.1	A commitment to equal opportunities
4.2	Willing to undertake training
4.3	Applicants will be required to undertake an enhanced Criminal Record Bureau check.
4.4	For this post the Play leader will be required to successfully complete a "Suitable Person interview"

January 2025