



Potters Green School

nurturing bright futures



Play Worker in Charge – Job Description & Person Specification

Job Purpose:

To be responsible for the day-to-day organisation and operation of the Out of School Clubs and to ensure the provision of a safe, caring and stimulating environment.

Main Duties and Responsibilities:

1. 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. Administer first aid as appropriate.
3. Work within appropriate childcare legislation and other relevant legislation.
4. Work within agreed policies and procedures and review as appropriate, challenging attitudes, behaviour and practices that are discriminatory.
5. 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. Co-ordinate and prepare nutritious and well-balanced snacks.
7. Initiate and maintain close liaison with parents, school and other childcare and play related agencies, including the Early Years Development and Childcare Partnership.
8. 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. Work flexibly, attend meetings, as appropriate, and undertake staff development.
10. Responsible for the day-to-day financial administration under the direction of the School Business Manager. Work within an agreed budget for provisions
11. Assist with any fund raising activities.
12. Line manage a team of staff and volunteers, including inductions and staff and manage staff development.
13. Manage the setting within the OFSTED framework.

14. Ensure the policies and procedures of the setting are up to date and adhered to.
 15. Manage the day-to-day administration, record keeping and assessment, and ordering and purchasing of materials, food and equipment.
 16. Maintain appropriate records of children and staff/volunteers.
 17. Ensure that all planning for a high quality provision, evaluation and monitoring is recorded and documented. Recording of children's achievements especially related to the EYFS curriculum.
 18. Operate effective and efficient deployment of staffing to provide differentiated and varied age related activities.
 19. Take responsibility of opening and closing the school in the absence of the Site Service Officer or as necessary.
 20. 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 which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Play Workers

Responsible to:

Date Reviewed: June 2016

Updated: December 2023

Person Specification

Area	Description	Criteria will be measured by:
Knowledge:	<ul style="list-style-type: none"> • Understanding of good quality childcare. • Knowledge of how children play and its relevance to their child development. • Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children. • Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs. • A commitment to equal opportunities and an understanding of their application in childcare. • Understanding of the Children's Act and Guidelines. • Awareness and understanding of Child Protection. • Knowledge of Health and Safety issues. • Understanding of the boundaries of confidentiality. 	
Skills and Abilities:	<ul style="list-style-type: none"> • Able to plan, provide and facilitate safe and creative play. • Able to provide stimulating activities for school aged children. • Ensure there are a variety of opportunities for children's activities. • Able to provide care and comfort to children, ensuring they feel secure. • Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability. • Be aware of and able to meet the social and emotional needs of school-aged children on an individual basis and in a group setting. <p style="text-align: right;">Cont/.....</p>	

Skills and Abilities: (Continued)	<ul style="list-style-type: none"> • Able to communicate effectively at all levels. • Able to liaise with professional workers in connection with work issues. • Ability to relate easily and quickly to parents and children. • Ability to build positive relationships with adults and children. • Punctual and able to fulfil duties in a responsible manner. • Able to work on own initiative. • Able to work effectively as a member of a team. • Able to lead and effectively manage a team. • Ability to use judgement and common sense. • Ability to handle situations calmly and effectively. • Effective organisational skills. • Able to keep records and produce regular project reports. • Able to maintain accounts and inventories. • Willing to undertake further training. 	
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Experience:	<ul style="list-style-type: none"> • Working with school aged children and within a group situation. • Providing support for parents. • Working with other professionals. • Experience of the registration process. • Administration. • Budget management. 	
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Educational:	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent. 	
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • 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. • Possession of a current First Aid certificate or willing to undertake training for this qualification. 	
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Date Reviewed: September 2014

Updated: November 2021

