

# Gosford Park Primary



## **JOB DESCRIPTION Play Leader**

Autumn 2021 – Autumn 2022

# **Gosford Park Primary School**

Post: Play Leader

Responsible to: Anne Duffy

Reviewer: Anne Duffy

# **Gosford Park School**

## **PLAY LEADER**

### **Job Purpose:**

To be responsible for the day to day organisation and operation of Wraparound ensuring 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. Working within appropriate childcare legislation and other relevant legislation.
4. Work within agreed policies and procedures and to review as appropriate. Challenging attitudes, behaviour, practices which are discriminatory.
5. Organise and provide full care for children of nursery and 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. Be responsible for the cleanliness and tidiness of the Wraparound facilities, ensuring the designated area is clean and safe during Wraparound opening hours and for handover to the School.
9. Work flexibly, attend meetings as appropriate and undertake staff development.
10. Be responsible for the day to day financial administration, working within an agreed budget.
11. Assist with any fundraising activities.
12. Line manage a team of staff and volunteers, including induction, staff appraisal and to manage staff development.
13. Manage the setting within the OFSTED framework.
14. Ensure the policies and procedures of the setting are adhered to.

15. Manage the day to day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
16. Maintain appropriate records of children and staff /volunteers.
17. Ensure that all planning, evaluation, and monitoring is recorded and documented.
18. Any other duties and responsibilities within the range of the salary grade.