



## Person Specification

<b>Job Title:</b>	Play Leader	<b>Job Number:</b>	L3243D
<b>Directorate:</b>	People	<b>Post Number:</b>	Various
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Gosford Park Primary School		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• 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>• Understanding of the Children's Act and Guidelines.</li> <li>• Awareness and understanding of Child Protection.</li> <li>• Knowledge of Health and Safety issues.</li> <li>• Understanding of the boundaries of confidentiality.</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to plan, provide and facilitate safe and creative play.</li> <li>• Able to provide stimulating activities for school aged children.</li> <li>• Ensure there are a variety of opportunities for children's activities.</li> <li>• Able to provide care and comfort to children, ensuring they feel secure.</li> <li>• Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability.</li> <li>• 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.</li> </ul>
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<b>Skills and Abilities: (Continued)</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively at all levels.</li> <li>• Able to liaise with professional workers in connection with work issues.</li> <li>• Ability to relate easily and quickly to parents and children.</li> <li>• Ability to build positive relationships with adults and children.</li> <li>• Punctual and able to fulfil duties in a responsible manner.</li> <li>• Able to work on own initiative.</li> <li>• Able to work effectively as a member of a team.</li> <li>• Able to lead and effectively manage a team.</li> <li>• Ability to use judgement and common sense.</li> <li>• Ability to handle situations calmly and effectively.</li> <li>• Effective organisational skills.</li> <li>• Able to keep records and 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>• Working with school aged children and within a group situation.</li> <li>• Providing support for parents.</li> <li>• Working with other professionals.</li> <li>• Experience of the registration process.</li> <li>• Administration.</li> <li>• Budget management.</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent.</li> </ul>
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<b>Special Requirements:</b>	<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</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> <p>Possession of a current First Aid certificate or willing to undertake training for this qualification.</p>
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**Date Reviewed: July 2021**