



Person Specification

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

Area	Description
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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.
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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.
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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:	<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