

BEFORE & AFTER CLUB DEPUTY PLAY LEADER – JOB SPECIFICATION



POST:	Deputy Play Leader
GRADE:	Grade 3 £19,264 - £20,444 pro-rata per annum to hours/weeks worked
DIRECTORATE:	People Directorate
LOCATION:	Hollyfast Primary School
HOURS OF WORK:	Part time 20 hours per week to cover am and pm session including planning time, food preparation, organisation of club plus additional hours as required. Contract term time only plus 5 staff training days. The additional 5 staff training days are separate to your normal weekly pattern and allocated based on the organisational needs of the school. Employees working in schools are expected to take their annual leave outside of term time.

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 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 and Safeguarding. • Knowledge of Health and Safety issues. • Understanding and ensuring the boundaries of confidentiality are followed.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to plan, provide and facilitate safe and creative play. • Effective organisational skills. • Able to provide stimulating activities for school aged children. • Ensure there are a variety of opportunities for children's activities. • Ability to handle situations calmly and effectively. • Sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability. • Able to provide care and comfort to children, ensuring they feel secure. • 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. • Able to produce regular project reports in the absence of, and at the request of, the Play Leader. • Able to maintain accounts and inventories. • Ability to relate easily and quickly to parents and children. • Ability to build positive relationships with adults and children. • Effective communication at all levels. • Able to liaise with professional workers in connection with work issues, in particular in the absence of the Play leader. • Punctual and able to fulfil duties in a responsible manner. • Able to work on own initiative as well as working effectively as a member of a team. • Able to follow instructions and accept guidance. • Able to lead and effectively manage a team in the absence of the Play Leader. • Ability to use judgement and common sense. • Willing to undertake further training.

Experience:	<ul style="list-style-type: none"> • Working with school aged children. • Working with children in a group setting. • Providing support for parents. • Proven experience of administration. • Understanding and knowledge of budget management. • Understanding and knowledge of registration processes. • Working with other professionals.
Educational:	<ul style="list-style-type: none"> • Minimum NVQ Level 3 in appropriate area of study e.g. Childcare or equivalent. • A willingness to participate in in-service training and professional development. • Possession of a current first aid certificate or willingness to undertake training for this qualification.
Special Requirements :	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • 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).

Reviewed: June 2022