



Coventry City Council

Job Description

Vacancy Reference No:**Job Title:** Deputy Play Leader**Job Number:****Directorate:** People**Post Number:****Service:** Education**Grade:** 3**Location:** Mount Nod Primary School**Job Purpose:**

To assist in the day-to-day organisation and operation of the club, ensuring the provision of a safe, caring and stimulating environment.

To deputise in the absence of the Play Leader.

Main Duties and Responsibilities:

- Ensuring 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 in consultation with children.
- Provide full care for the children of school age, including safe handover of children from classroom and safe delivery to parents or named carers.
- Providing safe, creative, appropriate play opportunities, preparing activities and organising a suitable programme to meet the needs of the children
- Assist in the management of the setting to ensure that the childcare provision meets the required Ofsted Standards.
- Assist in line managing and leading a team of Playworkers, Students and Volunteers, including staff appraisal and staff development.
- Assist in carrying out day to day administration, financial administration, record keeping, ordering and purchasing of materials and equipment, working with in an agreed budget.

- Administering First Aid as appropriate.
- Help co-ordinate and prepare nutritious and well-balanced snacks.
- Encouraging parental involvement and support of the club.
- Initiating close liaison with parents, schools and other childcare and play related agencies including the Early Years Development and Childcare Partnership.
- Attending meetings as appropriate.
- To undertake staff development
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Ensure that all policies and procedures of the setting are adhered to
- To work effectively as part of a team to ensure that the recognised Quality Assurance Schemes Standards are met.
- To ensure that all planning, evaluation and monitoring is recorded and documented.
- Maintain appropriate records of children, staff, volunteers and students
- Assist in any fundraising and open days/evenings.
- Any other duties and responsibilities within the range of the salary grade

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Responsible for:

Responsible to:

Date Reviewed: June 2019

Updated: