



Hauxton Primary School Play Leader – Job Description

SAFEGUARDING CHILDREN: All staff are required to follow the school, LA and National Safeguarding and employment policies/ agreements to ensure that all children are safeguarded as a priority in our wrap around care setting. Staff are expected to report any concerns, by following proper child protection procedures already established in the school and working with the Designated Person(s) for Child Protection at Meldreth Primary School.

Core Purpose: To lead an effective childcare team delivering a high quality, flexible childcare service that meets the needs of the children and families of Meldreth Primary School. To be responsible for the day to day organisation and operation of the club. To provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.

Principal Accountabilities:

1. To manage and lead a team of play workers, helping to ensure the clubs smooth and reliable operation.
2. To ensure that the arrival and departure of children is properly recorded and monitored.
3. To ensure the safety of all those children at the Club in the event of a fire/drill or other emergency.
4. To act in a responsible manner towards children at all times.
5. To record any accidents/incidents and advise parents as necessary.
6. To report any serious accidents/incidents to the Headteacher.
7. To have a sound knowledge and understanding of Safeguarding and to report any concerns to the Headteacher, or other designated child protection officer.
8. To liaise with children, parents and other stakeholders to promote goodwill towards the wrap around care setting, its efficient operation and its effective marketing
9. To understand, work within, promote and contribute to the ongoing development of the clubs policies and procedures.
10. To take part in training and appraisal arrangements made by the school.
11. To plan and provide a safe, stimulating environment for the children, with creative and appropriate play opportunities, involving children in the planning of activities.
12. To plan, and supervise the provision of healthy food and refreshments, and ensuring provisions are ordered when required.
13. To work towards providing equal opportunities in all aspects of work and by following agreed school policies and guidance.
14. To act in a responsible and professional manner towards all children, parents and stakeholders at all times.
15. To be responsible for ensuring that play materials and equipment are used properly, maintained and stored safely; reporting any worn or damaged materials to the school office.
16. To arrange and supervise the hygienic provision of refreshments for children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.
17. To ensure that the areas used by the Club are left clean and tidy at the end of each session.
18. To administer appropriate first aid as required.
19. To work closely with parents to create and develop open and inclusive working partnerships which support the development of their children.
20. To be responsible for the day to day administration and record keeping, ordering and purchasing of materials and equipment following school policies and guidelines.
21. To have due regard to the provisions of Health & Safety at Work legislation, as detailed in the Health and Safety policy.
22. Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the post.

Signed: _____

Date: _____

Person Specification for Play Leader

The key criteria describes the characteristics (Skills, knowledge, experience and qualifications) that are needed to carry out the duties of the job description, and will be used as the basis of shortlisting and interview. It is good practice to include a covering letter with your application outlining how you meet the Person Specification

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
<i>Education, Training and Qualifications</i>	<ul style="list-style-type: none"> • Experience of working with and supporting children 	<ul style="list-style-type: none"> • Level 3 Qualification in Playwork or Early Years • Paediatric first aid, food hygiene and safeguarding training
<i>Experience</i>	<ul style="list-style-type: none"> • Experience of working as part of a team within a childcare setting • Experience of planning and preparing a range of inclusive play activities for all children 	<ul style="list-style-type: none"> • An understanding of the needs of children and young people • An understanding of the requirements of children with special needs • Ability to safeguard all children
<i>Knowledge</i>	<ul style="list-style-type: none"> • Knowledge of legislation relating to childcare • Knowledge of demonstrating inclusive strategies for all children 	<ul style="list-style-type: none"> • Knowledge of Child Protection Procedures • Knowledge of positive behaviour strategies • Knowledge of the school's policies and procedures
<i>Skills</i>	<ul style="list-style-type: none"> • Effective verbal and written communication skills to liaise positively and professionally with children, parents/carers and other staff 	<ul style="list-style-type: none"> • Experience of managing day to day running and finances • Ability to contribute to ideas for the ongoing development and improvement of the club
<i>Planning and organisation</i>	<ul style="list-style-type: none"> • Ability to listen and create solutions 	<ul style="list-style-type: none"> • An understanding of confidentiality and GDPR
<i>Communication</i>	<ul style="list-style-type: none"> • An understanding of effective behaviour management strategies • Good time management skills 	<ul style="list-style-type: none"> • Responsive to change and ideas and able to adapt to new systems and flexible working patterns
<i>Personal Qualities</i>	<ul style="list-style-type: none"> • Honest and hardworking • Positive and enthusiastic • Flexible and able to respond positively to change • An empathetic, supportive and non-judgemental attitude towards parents/carers and staff 	<ul style="list-style-type: none"> • A belief in the importance of effective and inclusive communication with children using a range of verbal and nonverbal techniques • Committed to continuing professional development