

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title:	Senior Play Leader – Wrap Around Care EYFS
Directorate:	Grazebrook Primary School
Reporting to:	Headteacher/ Executive Head
Grade:	S01 (point 23 – 25) £35, 223.00 - £36,417.00 pro rata term time only 3.15pm – 6.15pm 5 days a week term time only

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## Job description

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Purpose of the post:	<ul style="list-style-type: none"><li>❖ To provide for the social, educational, leisure and recreational needs of children from 3-11 through a safe, creative and stimulating environment for children’s play.</li><li>❖ To manage and lead the EYFS - Wrap Around Care provision and the staff.</li></ul>
Main duties and responsibilities:	<ul style="list-style-type: none"><li>❖ To organise and supervise play activities for children after school in the schools EYFS - Wrap Around Care facilities creating a variety of appropriate play opportunities for children and young people some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.</li><li>❖ To develop an exciting, challenging and varied environment and menu of play activities</li><li>❖ To work with children in a non-directive manner, striving to create a child-led environment which is non-authoritarian and establish co-operative relationships with and between children and young people.</li><li>❖ To supervise and lead the smooth running of the service with an equal opportunities framework.</li><li>❖ To have an understanding of children’s needs and welfare</li><li>❖ To supervise children at teatime and ensure they eat healthily</li><li>❖ To provide suitable materials, equipment and supervise its use.</li><li>❖ To jointly plan with the Head teacher new ideas and preparation of a programme of play activities</li><li>❖ To ensure that the building is clean and safe and equipment is maintained.</li><li>❖ To be responsible for the health and safety procedures and fire regulations.</li><li>❖ To adopt a positive approach and develop strong links with parents/carers.</li><li>❖ To make positive links with the school/headteacher in planning the service and provide regular progress reports as appropriate.</li><li>❖ To take part in the school in service training and staff meetings as required</li></ul>

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- ❖ To ensure children are safeguarded at all times.
  - ❖ To keep up to date with the latest developments and theories in play and play work.
  - ❖ To support effective team working and encourage the development of the service.
  - ❖ To ensure that all staff are working with the play worker principles.
  - ❖ To ensure the supervision and motivation of staff individually and as team in accordance with the Hackney Education policy and procedure which includes induction, supervision, appraisals and staff development.
  - ❖ To be responsible for the keeping of all records and administration duties, including waiting lists, risk assessments, accident/incident reports, finance reports and staff time sheets
  - ❖ To order equipment and supplies as necessary. Ensure that the equipment and finance are used effectively.
  - ❖ To collect all payments from users.
  - ❖ Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.
  - ❖ To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by SLT.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- ❖ Take part in the school's performance management system.
  - ❖ Enhanced DBS Check.
  - ❖ Strong commitment to furthering equalities in both service delivery and employment practice.
  - ❖ You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Senior Play Leader – EYFS
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## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. NVQ level 3 in Play Work, Childcare, or equivalent or willing to undergo training. NVQ Level 3 in Early Years	✓	
<b>Experience</b>		
2. Experience in providing a customer orientated play service in either a paid or voluntary capacity in, for example playground, junior playrooms, play centres or a play setting.	✓	
3. Experience of supervising staff.	✓	
4. Planning and prioritising workloads	✓	
5. Undertaking administrative processes and record keeping including writing reports and non-standard documents.		
<b>Knowledge</b>		
6. An awareness of the needs of children and young people and how those needs can be met.	✓	
7. Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc. and practical experience of some of these activities.	✓	
8. A basic awareness of health and safety practices.- reporting repairs	✓	
9. Understanding of legislation, associated procedures and how they relate to the service e.g. health and safety, child protection.	✓	
10. Understanding relevant administration procedures including children registration requirements.	✓	
11. Understanding of procedures relating to cash handling and recording.	✓	
12. Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.	✓	
13. Knowledge of basic record keeping and filing.	✓	

Skills		
14. Supervise, motivate and develop permanent and casual staff.	✓	
15. Be flexible in the organisation and planning of workloads to take account of changing priorities and circumstances.	✓	
16. Work as part of a team, sharing working knowledge and skills supporting less experience staff.	✓	
17. Contribute to the development and improvements of the services offered.	✓	
18. Operate a customer oriented service.	✓	
19. Produce non-standard reports/letters.	✓	
20. Prepare statistical information including undertaking basic calculation.	✓	
21. Prepare statistical information including undertaking basic calculations.	✓	
22. Ability to administer first aid and understand first line child protection with training.	✓	