



Job Description & Person Specification

Senior Out of School Play Leader

Cheadle Hulme Primary School



Senior Out of School Play Leader

Salary: Scale 4

MAIN PURPOSE OF THE JOB:

To lead the out of school provision for Cheadle Hulme Primary School providing high standards of care and play opportunities for children between the ages of 4 and 11 years old in a safe, secure and stimulating environment.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES: KEY AREAS

Main Duties

- To lead the day to day management of the breakfast and afterschool clubs to ensure the highest quality of service for the children attending
- To create a stimulating, clean, safe environment both indoor and outdoor which promotes play and exploration
- To create a weekly plan of activities which are appropriate, varied and follow children's interests and ensures a difference to the school day with quiet space available
- To observe, monitor and evaluate children's responses to activities and adjust accordingly to ensure children remain stimulated and that they develop through play
- To ensure that appropriate staff ratios are adhered to at all times, maintaining rotas of work where needed
- To ensure appropriate equipment and resources are in place and in good condition
- To ensure that children's records are kept up to date and that staff know how to access in the absence of the Senior Playleader
- To oversee a keyworker system for children within the EYFS
- To review, amend and implement all policies and procedures and ensure that staff have a good understanding of how to implement them
- To maintain all records relating to the management of the services, ensuring confidentiality and GDPR expectations are adhered to for children, families and staff
- To liaise with the Trust's Primary Finance Officer to ensure financial control of the budget and be responsible for ensuring all resources and equipment are in place.
- To supervise staff to provide a safe, stimulating environment with play opportunities that suit a range of needs and interests of children
- To work with the finance team to ensure that all bookings and collection of fees are robust and that tax free childcare and childcare vouchers are administered correctly
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance, children's records remain up to date and EYFS children have a profile that enhances that maintained during their school day
- To effectively manage the occupancy levels of the Kids Club, managing the waiting list and offering childcare places.
- To evaluate the quality of the service using a self-assessment process and ensuring staff feel part of the quality assurance process

- To carry out supervision and appraisals with staff to ensure they are fully supported and have development opportunities
- To ensure that all statutory requirements are met including acting as designated safeguarding officer and ensuring all relevant training is undertaken e.g. correct number of qualified first aid and food hygiene personnel. This includes ensuring that all adequate standards of safety and hygiene are maintained throughout the clubs, including completion of risk assessments and recording of hazards and incidents
- To ensure that a healthy and cost effective food service is provided and encourage children to be independent during meal times
- To ensure that professional working relationships are developed and maintained with other key personnel
- To work in partnership with the children attending to ensure they feel part of the decision making
- To work in partnership with parents and carers to ensure they feel fully involved in their child's care

General

- To undertake such other duties related to the work of the whole school appropriate to the post, as may be assigned
- To attend relevant meeting and participate in training opportunities and performance development as required for the effective delivery of the role
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfill personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

Essential Knowledge and Skills	Essential Personal Attributes	Desirable Knowledge and Skills
<ul style="list-style-type: none"> • NVQ L2 or above in childcare/ playwork or a relevant equivalent • Minimum 3 years' experience of working with children ages 4 – 11 • Excellent organisational and administrative skills • Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests • Relevant supervisory experience managing staff, students or volunteers • Ability to audit services to ensure all required standards are met and maintained • Excellent understanding of the Early Years and Childcare provider framework • Competent in the use of basic IT such as Word, Excel and email 	<ul style="list-style-type: none"> • Ability to communicate well with a wide range of stakeholders • Flexible approach to delivering a service • Ability to review and amend policies in line with requirements 	<ul style="list-style-type: none"> • First aid certificate • NVQ L3 or above • Food Hygiene qualification • Previous experience of using systems such as ParentPay

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The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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