

Meldreth Primary School
Play Leader –Job Description



Salary: Scale 4 point 18 – 21 (£9.18 – £10.65 per hour)

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 playworkers, helping to ensure the clubs smooth and reliable operation.
2. To work flexibly, providing cover where necessary for both morning and afternoon sessions in the Wrap Around Care setting.
3. To ensure that the arrival and departure of children is properly recorded and monitored.
4. To ensure the safety of all those children at the Club in the event of a fire/drill or other emergency.
5. To act in a responsible manner towards children at all times.
6. To record any accidents/incidents in the Accident/Incident Books and advise parents as necessary.
7. To report any accidents/incidents to the Headteacher.
8. To have a sound knowledge and understanding of Safeguarding and to report any concerns to the Headteacher, or other designated child protection officer.
9. To liaise with children, parents and other stakeholders to promote goodwill towards the wrap around care setting, its efficient operation and its effective marketing
10. To understand, work within, promote and contribute to the ongoing development of the clubs policies and procedures.
11. To take part in training and appraisal arrangements made by the school.
12. To plan and provide a safe, stimulating environment for the children, with creative and appropriate play opportunities, involving children in the planning of activities.
13. To plan, and supervise the provision of healthy food and refreshments, and ensuring provisions are ordered when required.
14. To work towards providing equal opportunities in all aspects of work and by following agreed school policies and guidance.
15. To act in a responsible and professional manner towards all children, parents and stakeholders at all times.
16. 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 Wrap Around Committee.
17. 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.
18. To ensure that the areas used by the Wrap Around Care Setting are left clean and tidy at the end of each session.
19. To administer appropriate first aid as required.
20. To work closely with parents to create and develop open and inclusive working partnerships which support the development of their children.
21. To be responsible for the day to day administration and record keeping, including financial transactions, ordering and purchasing of materials and equipment following school policies and guidelines.
22. To prepare a termly report for the Wrap Around Care Committee in a timely manner.
23. To have due regard to the provisions of Health & Safety at Work legislation, as detailed in the Health and Safety policy.
24. Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the post.

Signed: _____

Date: _____