



Childcare & Sport Education

Play Leader Job Description

Job summary:	Assist with day to day activities of the club Provide quality playcare within the framework of the club's policies and procedures
Line manager:	Club manager/deputy
Responsible for:	Children under the care of the club
Working relationships:	Children attending the club and their parents/carers Management and staff, including students and volunteers Childcare and play organisations, schools, registering authorities.

Main duties include:

- Delivering the planning, preparing and delivering high quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school, ensuring they are signed in/out of the club care correctly.
- Preparing and provide refreshments and ensuring that hygiene, health and safety standards are met in accordance to local council food hygiene guidelines.
- Logging and administering first aid when necessary.
- Consulting with children and involving them in additional activities other than those already planned.
- Helping with club administration, where necessary.
- Encouraging parental feedback in club.
- Facilitating good communication with all members of the organisation, parents, schools and childcare and play related agencies.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure, including cleaning the kitchen, toilets and all club areas.
- Working within the framework of the club's policies and procedures.
- Being aware of outstanding safeguarding practices and understanding the signs of abuse and clear reporting strategies.
- Understand and deliver the areas of learning outlined within the EYFS Framework.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Experience of working with 2 to 11 year olds• Understanding the varied needs of children and their families• Understanding the issues involved in the delivery of quality play care• Understanding the issues of equal opportunities• Provide and facilitate safe and creative play• Good communication skills• Ability to work as a team member and demonstrate leadership skills• Good communication skills• Ability to work on own initiative, using judgement and common sense• Able to work as part of a team• Sound judgement and common sense• Appropriate Safeguarding training• Current Paediatric First Aid Certificate• Food Hygiene Certificate	<ul style="list-style-type: none">• Experience of working within a play-based setting• Experience of administration• Competent in using IT to support play and club administration• Ability to work on own initiative• Relevant play work qualification or willingness to work towards this