



Job Title: Playleader

Job Purpose: To be responsible for the day to day organisation of the out of school childcare setting. To develop and maintain a safe and stimulating play setting and to encourage child centred play.

Salary: £10.12 - £12.20 per hour (depending on experience)

Contract: Zero Hours contract

Location: Brently & Henbury Children's Centres

Reporting to: Senior Leadership Team

Responsible for: Playworkers, Children

Hours of work: This post is during the school holidays between the hours of 8am and 5.30pm

Key responsibilities of the role include:

To enable children to engage in a range of play opportunities allowing for safe risks and challenges

Duties and responsibilities include, but are not confined to the following:

To have overall responsibility for the day to day running of the holiday club.

To manage, support and supervise other staff and volunteers.

To lead, develop and encourage good team working.

To enable children to engage in a range of play opportunities allowing for safe risks and challenges.

To develop and maintain positive relationships with children, families and team members.

To be responsible for children's safety and wellbeing at all times during attendance at the play setting and on trips.

To ensure that the play environment, including equipment and resources, is prepared and ready in time for the arrival of children.

To use observation and reflective practice to assess and plan for the individual play needs and development of the children.

To lead, support and develop a play environment which is inclusive for all and recognises and encourages diversity.

To work within an agreed budget when planning activities, ordering and purchasing equipment, consumables and materials.

To develop and implement policies and procedures in conjunction with the Senior Leadership Team.

To develop and maintain links with other relevant organisations.

To attend relevant meetings and identified training.

To undertake any other duties as reasonably directed by the Senior Leadership Team.

Work as a member of the team while accepting the individual responsibilities of the post.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

To work within agreed policies and procedures at all times.

Serve meals and prepare snacks for the children, supervise mealtimes and clear away afterwards ensuring children are eating and drinking adequately.

The post holder must all times carry out these duties and responsibilities with due regard to the Centre's Equal Opportunities Policy.

Individual Specification

Essential

1. Level 3 qualification in play, childcare or similar
2. 2 years relevant experience of working with 4-12 year olds
3. Experience of providing play opportunities for children in a play setting
4. Experience of managing and organising own workload
5. Knowledge of Ofsted requirements, the EYFS and other quality indicators eg: Bristol Standard
6. Sufficient understanding and use of English
7. Knowledge of policies and procedures needed to maintain a safe and successful play setting and ability to develop and implement them
8. Ability to work as a team member and supervise others
9. Ability to plan, provide and evaluate a wide range of play opportunities that meet individual children's needs
10. Ability to be a reflective practitioner in order to develop your own and your team's practice
11. Ability to communicate effectively with all children, staff and families
12. Ability to support and develop a play environment which is inclusive for all and encourages diversity

Desirable

1. A paediatric first aid certificate
2. Experience of supervising staff
3. Art/craft/games/sports skills
4. ICT skills
5. Understanding of the play process and how to support children in their play
6. Knowledge of the playwork principles

Application information

Completed application forms must be received by: Midday Friday 24th May 2019.

Email documents to: admin@bhchildrenscentre.org.uk

Interviews to take place: week commencing 3rd June 2019.

Ideal Start date: Summer Holidays

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.