

Job Description – Play Leader

Job Purpose: To assist in the day to day running and organisation of the out of school club

Responsible to: The Headteacher and the Deputy Headteachers

Main Duties:

1. Take part in the day to day administration, record keeping, ordering, purchasing and maintenance of materials and equipment.
2. Work with colleagues to organise and lead activities for pupils in the club in accordance with health and safety policy and procedures.
3. To provide safe, creative, appropriate play opportunities, preparing activities, organising the programme and maintaining appropriate records.
4. To provide full care for the children including delivering the children to school, collecting them from school and delivering them safely to their parents or carers.
5. Administer first aid as appropriate.
6. Encouraging parental involvement and support.
7. Close liaison with parents, school staff and other childcare and play related agencies.
8. Attending meetings as appropriate.
9. Undertake any training when required.
10. Carry out all responsibilities within the equal opportunities framework.
11. Work within the agreed Kidz Klub policies and procedures.
12. Any other duties as may be reasonably requested.

Description	Essential	Desirable
Qualifications		
NVQ Level 3 or equivalent in a childcare discipline.	*	
First Aid qualification		*
Skills, Experience and Knowledge		
Experience of working with children.	*	
Experience of working with a variety of age ranges in a childcare setting.		*
Ability to perform basic record keeping tasks.	*	
Ability to organise and lead activities.	*	
Ability to communicate effectively (verbally and in written form) with other staff, children and parents.	*	
Ability to follow specific guidelines, policies and procedures.	*	
Other Qualities		
Warm and friendly personality.	*	
Ability to work using own initiative.	*	
Ability to work as part of a team.	*	