**JOB DESCRIPTION**

**CHILDREN’S & JOINT COMMISSIONING SERVICE**

**JOB TITLE:** PLAY LEADER /EARLY YEARS

**DIVISION:** EDUCATION

**GRADE:** BAND 5 (20 HOURS PER WEEK) TERM TIME ONLY

**RESPONSIBLE TO:** OUT OF SCHOOL CO-ORDINATOR

**POST REFERENCE:**  107148

**Purpose of Post**

To provide an effective and efficient service for school and nursery aged children during school term time, in line with Council Policies.

**Key Relationships**

Schools

Parents/Carers

Playleader (Supervisor)

Out of School Coordinator

**Main Duties and Responsibilities**

1. To contribute a high standard of physical, emotional, social and intellectual care for children in the setting.
2. To provide the safe collection of children from local feeder schools and care of children until parent’s/carers collect children from the Centre.
3. To contribute to the planning, preparation and completion of a programme of activities to suite the child’s stage of development.
4. Keep an accurate record of achievement file on your key children.
5. Administer first aid as appropriate.
6. To take part in the day to day administration, record keeping.
7. Help to ensure environment is clean, hygienic and secure.
8. Attend and fully take part in all team meetings.
9. Meet parents daily and work in close liaison with them. Link with schools and other play related agencies as and when appropriate.
10. Ensure petty cash is handled in accordance with agreed procedures and working practices.
11. To prepare and provide refreshments and snacks and ensure mealtimes are a time of pleasant social sharing.
12. To be flexible within working practices of the setting and be prepared to cover staff members in the out of school and holiday scheme.
13. Any other duties of a related nature which might be reasonably required and allocated by the Out of School Co‑ordinator.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date:19.07.2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**