



Hannah More  
Primary School

## After-school Club Play leader - Job Description BG8

### Purpose:

- To ensure the delivery of high quality childcare and play opportunities for children at Hannah More's After School Club
- To plan, manage and implement activities based on play principles and focused on development through play
- To promote the club through social media, termly newsletters, displays and other relevant information
- To be aware of and work within relevant policies and legislation
- To build effective partnerships with parents and carers
- To manage the on-line booking system, payments and ordering, in conjunction with finance staff
- To manage the referral and offer of free places for targeted children, as funding allows

### Key Job Outcomes

1. To lead the planning and delivery of play at our After School Club, ensuring that activities stem from playwork principles.
2. To lead play workers in the team, organising rotas and supporting staff through team meetings and by seeking out training opportunities
3. To plan and facilitate activities which meet the needs of all children
4. To plan and oversee provision of healthy and varied snacks for children, taking into account school policies and children's views - and involving children where possible
5. To ensure that all practice observes relevant health and safety issues
6. To involve children in decision making
7. To have a clear understanding of safeguarding and to observe school procedures in relation to this
8. To ensure equality of opportunities for all children
9. To develop and maintain good working relationships with colleagues across the school
10. To support the club's development to ensure a high quality service, responsive to the needs of children and their parents/carers.
11. To ensure all administrative and financial tasks are completed efficiently; to include
  - liaising with school administrators regarding bookings and daily registers
  - ordering food and resources within specified budgets
  - maintaining accurate records of incidents, accidents and complaints
  - any other administrative tasks which may be required
12. To ensure standards of cleanliness and hygiene are maintained
13. To ensure First Aid needs are met
14. To manage any personal needs of children, including hygiene and cleanliness
15. To manage emergency procedures in the event of a fire or accident
16. To pursue the 'Bristol Standard' in order to improve the quality and effectiveness of provision

## **General Accountability**

So far as reasonably practicable, the post holder must promote safe working practices to maintain a safe working environment . The post holder must also:

- Work in compliance with the Codes of Conduct, Regulation and policies of the City Council and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards. E.g. Ofsted welfare requirements as dictated by the EYFS or other subsequent documents.
- Ensure that all work undertaken is systematically planned, recorded and evaluated.
- Ensure the proper use and security of premises and equipment.
- Monitor and assess his/her own practice and that of colleagues, challenging unacceptable practice.
- Work as a member of a team that promotes an environment that safeguards and protects children.

**SPECIAL CONDITIONS:** Hannah More Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments are subject to a satisfactory Enhanced DBS disclosure check and 2 fully supportive references.