

Job Description

Position Title	Play Leader
Location	Monkleigh Primary School
Reporting to	K Reeves
Salary	Grade D
Setting	Monkleigh Primary School
Effective date of JD	July 2026

Job Purpose including main duties and responsibilities:

Job Purpose:

- To provide a caring, secure environment, through individual attention and group activities

Main duties and responsibilities:

- To organise appropriate range of leisure activities for children between the ages of 0-11.
- Fulfilling duties as the Safeguarding Designated Officer for the setting to promote the safeguarding and welfare of the children, staff and parents/carers (delete as appropriate)

Hours of work: Initially - 8.30 – 4.00 2 days a week during the holiday, subject to change.

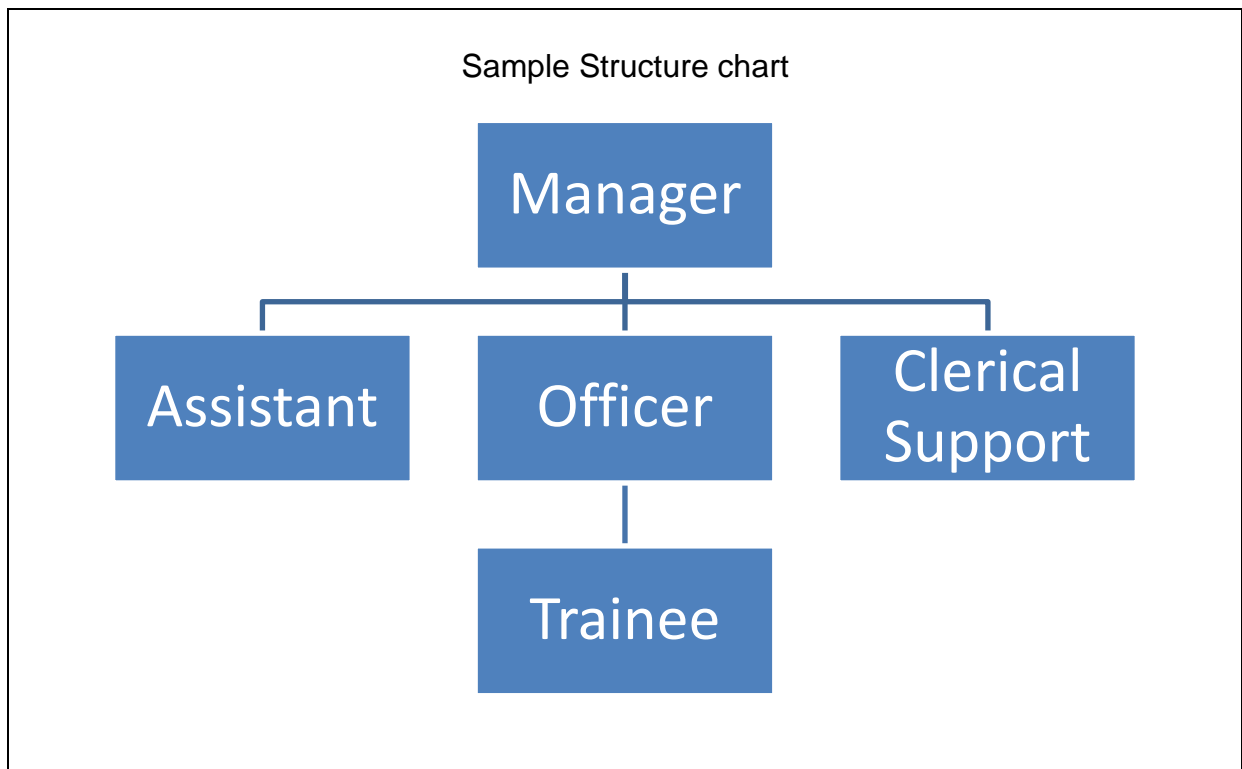
Reporting to: School

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people		<ul style="list-style-type: none"> • Experience in line managing staff, including involvement in induction, supervision, and appraisals 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 0-14 in a voluntary or paid capacity 		<ul style="list-style-type: none"> •
Practical Skills	<ul style="list-style-type: none"> • Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues • Knowledge of the Statutory Framework for the Early Years Foundation Stage • A commitment to the provision of high quality childcare 		<ul style="list-style-type: none"> •
Communication	<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> •
Personal Qualities	<ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening • Able to work in small teams • Interest in the care, learning and development of young children 	<ul style="list-style-type: none"> •

Strategic Thinking	•	•	◦
Technology / IT Skills		•	•
Education and Training	<ul style="list-style-type: none"> • Completion of a full and relevant early years and childcare or Playwork qualification at Level 3 (eg. Level 3 Diploma for the Children & Young People's Workforce, Level 3 NVQ in CCLD, Playwork Diploma) • Completion of Group 3 Inter-Agency Safeguarding course or Group 3 Child Protection Refresher course within the last 3 years • Completion of Safeguarding Awareness course (Group 2) within last 3 years – (where not holding Safeguarding Designated Officer role.) • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<ul style="list-style-type: none"> • Completion of a recognised Level 4 Playwork qualification, or be working towards completion • Health & Safety certificate • Paediatric First Aid certificate • Completion of other relevant courses 	•
Professional Registration	◦		◦ Certificate/Registration
Equal Opportunities	◦ Our setting and staff seek to eliminate discrimination, advance equality and foster good relations.		◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary.		
Other relevant factors			◦

Structure chart – to be completed in all cases by the manager with the job description and person specification



1. Supervision / Management of People:

- Daily management of staff team, including maintenance of personnel files, staff contracts, managing rotas, and handling absences/ holiday/ sickness;
- Recruiting, suitability checking and inducting new staff;
- Regular supervision and appraisal of staff;
- Leading Team Meetings, planning sessions and cascading training opportunities;
- To lead Planning Sessions with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary;
- To ensure playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that staff communicate clearly about any matters relating to the running of the setting and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
- To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff.

2. Creativity and Innovation:

- To lead or supervise safe, creative and appropriate play opportunities for a range of age groups;
- Ensure that a wide range of creative and enjoyable activities are offered;
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children;
- To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

3. Contacts & Relationships:

- To ensure that all activities are inclusive for all children to take part in;
- To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
- To encourage parental involvement and support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities;

- To encourage a close liaison with schools and other related agencies.
- To share good practice with other playworkers as needed, including membership to local Play Forums;
- To work with and gain support from Devon County Council's Early Years & Childcare Advisers as required;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;
- To ensure the Setting has a high standard of physical and emotional care;
- To be involved in out of working hours activities, e.g. Training, Staff Meetings, Summer Fayre;
- Ensure children are collected in strict accordance with the Setting's Child Collection Policy.

4. Business development and administration:

- To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock, and liaising with local Scrapstore and other resource centres as needed;
- Recording accidents in the accident book;
- To ensure confidentiality of information received;
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager;
- To undertake continuous professional development, including short courses and qualifications relevant to playwork;
- To promote the aims and objectives of the Setting;
- To assist with the preparation and maintenance of materials and equipment.

5. Decisions – consequences:

- Ensure that risk assessments are completed prior to commencing activities with children;
- To be responsible for the Health and Safety standards appropriate for the needs of the children.

6. Work Demands:

Planning needs to be thorough but flexible to accommodate children's needs and abilities.

Visits from external organisations are usually pre-planned and so not disruptive, but may include Ofsted inspections, visits from Early Years and Childcare Advisors and other professionals. Sudden interruptions would be minimal.

7. Physical Demands:

Working with young children involves bending, kneeling and crouching for periods of time. It may also involve occasionally lifting or holding children during planned activities and may include changing nappies and toileting duties. There is a requirement to put out and put away a range of equipment and materials, sometimes assisted by children. Activities may take place indoors or outdoors.

8. Working Conditions:

Work involves significant elements of inside and outside work, including leading learning in an outside environment – for example building a snowman with young children. Exposure to moderate noise, especially while working inside the nursery – for example a music session with young children. Other environments may include occasional trips to places of interest for example a local zoo.

9. Work Context:

There is a minimal risk of illness or injury working in the early years setting.

10. Knowledge and Skills:

- Ensure that activities are carried out in a safe and responsible manner in accordance with the Early Years Foundation Stage, and other guidance, e.g. Health and Safety;
- Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act 1990;
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm;
- Be aware of Staff Policies and Practices;
- To understand and adhere to Setting policies, procedures and standards at all times.

Health & Safety:

Potential Hazards	Applicable to this job? (✓)	Action to be taken	<i>Examples of action to be taken (this list is not exhaustive)</i>
Display Screen Equipment			<i>Conduct regular workstation assessments through Oshens software</i>
Electricity – fixed / portable			<i>Ensure PAT¹ certificates are up-to-date</i>
Manual handling			<i>Ensure J/H attends appropriate training</i>
Verbal / physical abuse			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Work equipment			<i>Ensure J/H is familiar with all equipment and its proper usage and maintenance</i>
Fire			<i>Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)</i>
Environmental			<i>Wear appropriate PPE²</i>
Isolation / lone-working			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Slips, trips & falls			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Chemical			<i>Ensure J/H is familiar with appropriate policies & procedures and wears PPE if required</i>
Working with Vulnerable persons			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Premises related			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Transport risks			<i>Ensure J/H is familiar with operation of vehicle(s) and safety procedures</i>
Working at heights			<i>Ensure J/H wears appropriate PPE and follows safe system of work</i>
Other hazards not identified above			<i>Deal with on an individual basis,</i>

¹ Portable appliance test

² Personal protective equipment

Signatures:

I, the manager, confirm this is a true and accurate reflection of the job. This job description has been written in conjunction with the post holder (where applicable) who is aware that the post is being submitted for evaluation.

Job Description agreed by:

Job Holder (if in place): _____ **Date:** _____

Line/Originating Manager: _____ **Date:** _____

Head of Service/Head teacher _____ **Date:** _____