



CYGNET CLUB @ STRAND ON THE GREEN JUNIOR SCHOOL

Spirited • Scholarly • Supportive

Job title: Cygnet Club Deputy Playleader (15 hrs)

Salary and grade: Scale 2 (£26,634 pro rata)

School: Cygnet Club @ Strand on the Green Junior School

Line manager: Playleader / Headteacher

Supervisory responsibility: Play assistants and volunteers in the absence of Cygnet Club Playleader

Overall objectives of the post:

Responsibility for the smooth day to day running of the club in the Playleader's absence and prioritizing children's welfare. Developing good working relationships with children attending the club, their parents or carers, club staff and volunteers, both Infant and Junior Schools and registering authorities.

Duties:

- Ensuring the safety and welfare of all children registered in the scheme during the hours of work
- Keeping an accurate register of all the children in the room
- Helping the Playleader with planning and operating a weekly programme to deliver a range of quality age appropriate play opportunities within a safe and caring environment.
- Directing staff to ensure adequate staffing ratios are maintained.
- Providing comprehensive care for the children including collecting them from class and delivering them safely to parents/carers.
- Providing support and supervision to playworkers and volunteers in their designated room and throughout the club in the absence of the Playleader.
- Ensuring all staff in the room are following the policies and procedures drawn up by the school management
- Setting up the play space including moving furniture and play equipment in line with safe manual handling.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning and facilitating activities.
- Facilitating good communication with all members of the organisation, parents, schools and childcare and other related agencies.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures and Ofsted requirements.