



## **JOB DESCRIPTION**

**POST: Playcentre Supervisor**

**SALARY GRADE RANGE: Scale 6, Spine Point 18-20**

**RESPONSIBLE TO: School Business Manager**

**Purpose of the Job:**

The Playcentre Supervisor will be responsible for Canonbury Primary School's after-school childcare provision. They will lead and manage a team of play workers to ensure that children have an enjoyable, enriching experience in a safe and stimulating environment.

**You will need:**

- A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop your skills further
- Leadership qualities and the ability to motivate and direct staff
- The vision to develop and improve Canonbury 's Playcentre provision
- Excellent organisational and communication skills
- The ability to create a range of excellent, enjoyable activities for children from 5-11 years old that supports their personal, social and educational development through play.

## **KEY TASKS AND RESPONSIBILITIES**

### **Playcentre Provision**

- Lead on and manage the Playcentre provision for 5–11-year-olds from 2.30pm-6.30pm
- Review regularly and develop the environment and activities to ensure they cater effectively for a range of interests
- Ensure that Playcentre service meets the highest standard of safeguarding and security
- Promote the widest possible uptake through effective communication methods and channels, e.g. newsletters, posters, school website, email
- Co-ordinate the provision of light meals, e.g. evening snack, whilst taking care to ensure that special dietary needs are met and that all food meets local and national regulations
- Keep a record of children's attendance
- Manage a budget under the supervision of the School Business Manager
- Order supplies, equipment, cleaning materials, materials used for children's activities and other consumable and durable items via the school's agreed ordering policy
- Ensure resources are organised and looked after effectively
- Manage an efficient, safe system for admitting parents and carers to collect children outside core opening hours, with a high regard to security and safeguarding
- To work with parents to encourage parental involvement and support of the playcentre.

### **Staffing**

- Lead a team of staff to deliver all elements of the Playcentre provision from 2.30pm-6.30pm
- Manage the team, including monitoring, supporting and directing improvements in practice as appropriate
- Ensure a high level of quality in all aspects of provision by leading the Playcentre team in planning and implementing effective play activities within a safe, nurturing environment
- Ensure staffing fulfils the adult: pupil ratio in all extended schools' activities
- Report staff absence according to the school's protocol and be responsible for organizing cover or an operational contingency plan
- Organize and participate in team meetings.

### **Partnerships**

- Work in partnership with school stakeholders including teachers, TAs and other support staff to ensure a smooth and safe transition from school and after school clubs into the Playcentre
- Liaise with parents/carers, school staff and colleagues.

### **Statutory and Wellbeing**

- Be aware of the child protection & safeguarding procedures and report any concerns immediately to the appropriate designated staff
- Ensure that the general health, physical welfare, safety and security of children and adult users is maintained in the Playcentre
- Ensure that the appropriate number of Playcentre workers are first aid qualified and record accidents involving children and staff using the agreed protocols and policy guidance
- Maintain a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, safeguarding and health and safety
- Reasonable and additional duties, which may be required at the discretion of the Senior Leadership team from time to time.

### **Personal Responsibilities**

- To be professional in dress and manner at all times
- To be responsible for own career development and undertake training, professional development and other learning activities as appropriate
- To be aware and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to the relevant person
- Suitability to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks
- The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy.







# PERSON SPECIFICATION

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**Point 18-20**

**RESPONSIBLE TO: School Business Manager**

Person Specification		Essential	Desirable
Qualifications			
1.	Minimum Level 3 qualification in childcare/early years practice with suitable practice placements (e.g. NNEB Certificate, NVQ Level 3 – Play working, Childcare/Early Years Care, BTEC Nationals in Childhood Studies or equivalent)	✓	
2.	First Aid Qualification		✓
3.	Food hygiene Qualification		✓
Skills, Knowledge and Abilities			
4.	Relevant supervisory/management experience		
5.	A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop their skills further	✓	
6.	The ability to motivate and direct staff	✓	
7.	Excellent organisational and communication skills	✓	
8.	Competent in using computer systems including email and Microsoft Word	✓	
9.	Good knowledge and understanding of equal opportunities and special educational needs	✓	
10.	The ability to devise a range of enjoyable and stimulating play activities and create a safe, nurturing environment	✓	

11.	Ability to review systems and processes associated with the role to improve and develop better ways of working	✓	
12.	Commitment and willingness to meet the ethos of the school	✓	
13.	Ability to produce accurate and detailed information	✓	
14.	Ability to communicate effectively in writing, on the telephone and face to face	✓	
15.	Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children	✓	
16.	Ability to work within a clear framework and with regard to school policy	✓	
17.	The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy	✓	

