



### Description of Duties

**Job title: Play work Leader/Supervisor & Play work Assistant**

**Requirement (Play work Leader/Supervisor): Minimum Level 3 qualification in Childcare or equivalent.**

**Requirement (Play work Assistant): No qualification, but Level 2 or equivalent is desirable.**

**Responsible to (Play work Leader/Supervisor): To the Business director/owner**

**Responsible to (Play work Assistant): To the Play work Leader/Supervisor**

#### **General/daily Duties:**

1. To ensure the club runs smoothly and in line with Ofsted's regulations.
2. To ensure the safe arrival and departure of children and accurately populate the relevant registers daily.
3. Play work Leader is responsible for overall daily management of the setting.
4. To assist in ensuring the children have planned play activities weekly.
5. To ensure Safeguarding of the children is always everyone's responsibility.
6. To engage with the children during their play sessions, indoors and outdoors.
7. To encourage positive behaviour by presenting yourself as a good role model and to always act in a responsible manner towards children and staff.
8. To assist in ensuring the safety of all children at the setting in the event of a fire/drill or any other emergency.
9. To be responsible, with other team members to ensure all setting's belongings and equipment are properly used, maintained and stored away appropriately.
10. To report any damaged furniture, games/toys or setting's items to the director/owner.
11. To help to ensure that the areas used by the club are left tidy and clean as met.
12. To keep confidential any information regarding children, families or staff that has been gained during work duties.
13. Play work Leaders would undergo Paediatric First Aid training every three years and administer first aid as and when required.
14. To liaise with parents and carers only on matters of their child's day to day welfare.
15. To attend meetings as and when required.
16. To undertake any training relevant to the effectiveness of the post.
17. To prepare or supervise the preparation of a substantial snack for the children.
18. To undertake any other reasonable duties as directed by the director/owner for the benefit of the setting.

**(Play work Assistant's duties do not include supervision of staff)**

**Updated: 1 April 2024. (Human Resources)**