

Junior Play Leader Job Description

- Job summary:** Assist with day to day activities of the club
Provide quality play care within the framework of the club's policies and procedures
- Line manager:** [Leanne Flitcroft](#)
- Responsible for:** N/A
- Working relationships:** Children attending the club and their parents/carers
Management and staff.

Main duties include:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from class and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- 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 activities.
- Helping with club administration, where necessary.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

Personal specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> • Working towards a childcare qualification • Understanding the varied needs of children and their families • Understanding the issues involved in the delivery of quality play care • Understanding the issues of equal opportunities • Provide and facilitate safe and creative play • New fresh ideas for craft activities and games • Good communication skills • Able to work as part of a team • Be reliable with good time keeping • Sound judgement and common sense • Sufficient understanding and use of English to ensure the well-being of the children* 	<ul style="list-style-type: none"> • Experience of working within a play-based setting or of working with children including any baby sitting and or voluntary work with organised groups • Experience of administration work including using spreadsheets and word documents • Competent in using IT to support play and club administration • Ability to work on own initiative

