

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Level 3 Playworker / Site Manager</b>
<b>Department:</b>	Children's Services
<b>Responsible to:</b>	Childcare Programme Manager
<b>Location:</b>	St Teresa's Catholic Primary School - Before and After School Club and other childcare sites
<b>Hours:</b>	Term-Time: 25 hours per week School holidays: Camps 50 hours per week

This is an annualized contract which equates to 31.69 hours per week

**Salary:** £ per hour

### Job Purpose

- To manage and deliver the day to day operation of the Before and After-School club at your allocated site.
- Manage and deliver the day to day operation of Wollaton Holiday Camp
- To lead and be responsible for safe and enjoyable sessions within the Childcare Setting and ensure the effective completion of required administrative duties and records.
- To liaise effectively and professionally with parents and guardians, school staff etc
- To supervise staff members, casual workers and volunteers on a day to day basis.
- To ensure that the standards specified in the Ofsted EYFS and Childcare framework are always adhered to.
- To support the development of an organisational culture that puts our Christian Core Values– Caring, Honesty, Respect and Responsibility - at the centre.

### Principal Responsibilities

1. To plan, prepare and deliver a programme of activities to meet each of the children's needs within the Ofsted framework for Early Years and Childcare.
2. To supervise and ensure the safety of the children engaged in the programme at all times.
3. To supervise and allocate work, ensuring high standards of delivery and service and to provide support and guidance to volunteers.
4. To ensure that the programme maintains high standards of play and are in possession of adequate materials.
5. To ensure all health and safety and other legal requirements associated with play and early years activities are complied with.
6. To ensure that equipment and activity areas are properly maintained and fit for children and staff.
7. To be responsible for all site administration duties including registers, payment plans and payment collection, monitoring and accident/incident forms.

8. To liaise closely with parents, colleagues, children and school staff.
9. To liaise, communicate and work closely with the Childcare Programme Manager to ensure a high level of care and administrative duties are maintained.
10. To follow the Nottinghamshire YMCA policies and procedures and Ofsted Welfare requirements at all times.
11. To undertake any other duties commensurate with the grade of the post.

### **Responsibilities of all YMCA staff, casual workers and managers**

#### **1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to protect the YMCA's reputation positively and proactively.

#### **2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

#### **3 Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

#### **4 Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

#### **5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

#### **6 Health and Safety**

To adhere to the Association's Health and Safety policies at all times.

#### **Line Management Responsibility:**

To undertake day to day supervision of the level 2 play workers and to provide support to work experience trainees, casual workers, volunteers, and temporary staff as required.

## PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when Shortlisting

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<b>Criteria</b>	<b>Requirements</b>	<b>How Assessed*</b>
<b>Experience</b>	1.1 Direct experience of playwork with children aged 3 to 11 years	A, I
	1.2 Experience of managing a successful play site or early years site	A., I
	1.3 Experience of liaising with parents/carers of children attending play provision and promoting positive relationships	A, I
<b>Knowledge</b>	2.1 Knowledge of Health & Safety issues relating to all issues concerning children and out of school childcare provision	I
	2.2 Knowledge and experience of Ofsted, and ability to work within EYFS	A, I
	2.3 Knowledge of child development in relation to play development	I
<b>Education/ Training / Qualifications</b>	3.1 Recognised early years, play work, or childcare qualification, level 3 or above (Essential)	A,D
	3.2 Food Hygiene at a minimum level 2	A,D
	3.3 First Aid certificate / Paediatric first Aid qualification	A,D
	3.4 Hold a full and valid UK driving license	A,D
<b>Skills &amp; Abilities</b>	4.1 Able to ensure that all administrative records are maintained and returned as required	I
	4.2 To be computer literate and able to competently use Microsoft Excel	A, I
	4.3 Ability to lead and motivate a staff team and undertake the day to day supervision of level 2 playworkers and volunteers, work experience placements etc	I
	4.4 Ability to organise a range of play activities which extend children's play and contribute to their enjoyment and healthy development	A
	4.5 Ability to understand professional boundaries and act as a positive role model	I

<b>Other work related requirements</b>	5.1 Ability to support the Christian core values of the Association	I
	5.2 Willingness to undergo a satisfactory DBS check and registration to the Update Service	I
	5.3 Willingness and flexibility to travel between sites as necessary sometimes at short notice	I
	5.4 Access to an appropriately insured and taxed vehicle	D

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*