

Blank Job Description and Person Specification to be completed by the manager using the GLPC Guidance Notes

Please note; for the purpose of PRiSM (the new Personnel and Payroll system) – Job title has been changed to Position title and a Position number will be allocated to the job by PRiSM.

Job Description

Position Title	Play Leader (Breakfast Club) 19.11.10		
Location			
Reporting to			
Position Number(s)			
Grade	B		
Directorate/Section/School			
Effective date of JD		JE Job Number	G.0771

Job Purpose including main duties and responsibilities:

The main purpose of the job is to provide out of school hours care to school children. The children will be provided with a healthy breakfast, suitable for their dietary requirements, if any. The job holder will escort children safely to their school building and ensure the child is settled in their class on time.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- Prepare activities for play sessions.
- Provide a variety of activities such as games, puzzles, arts and crafts for the children.
- Prepare breakfast and refreshments and clear away afterwards.
- Purchase stocks of toys, games, food for breakfast (a variety of breads, cereals, juices) and ensuring stock is rotated regularly.
- Monitoring admissions and checking the children's attendance.
- Sending out admissions forms to prospective members and advertising the breakfast club within the school.
- Maintain filing systems for confidential paperwork and admissions forms.
- Forward all cash and cheques to the schools office.

- Maintain cleaning of the environment e.g clean tables, sweep floors, clear away rubbish and clean kitchen/work surfaces.
- Escort children to their classes safely and on time.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦	◦	◦
Experience	◦ The job holder will need basic knowledge and skills to competently carry out the role.	◦	◦
Practical Skills	◦	◦	◦
Communication	<ul style="list-style-type: none"> ◦ They will need good communication skills in order to support them when working with the children, parents and other members of staff or agencies. ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English 	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦ Basic IT skills	◦	◦
Education and Training	◦ To be educated to GCSE level with 5 GCSE's or equivalent qualification	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

Please note; for assistance in completing the Person Spec please see the Recruitment Standards

<http://staff.devon.gov.uk/recruitmentstandards2006>

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling		
Verbal / physical abuse		
Work equipment		
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls		
Chemical		
Working with Vulnerable persons		
Premises related		
Transport risks		
Working at heights		
Other		

**Structure chart – to be sent in by the manager as additional information
with the job description and person specification**

Structure chart

This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job

1. Supervision and Management:

The job holder will have some supervisory responsibilities for up to 5 members of staff. Overseeing tasks of other staff.

2. Creativity and Innovation:

The job holder will work within laid down procedures. They will need some creative skills to deal with problems such as a child having an accident, replacing or fixing broken toys, ensuring the activities and toys are suitable for the children and ensuring all toys are shared.

3. Links with other officers, Service users or Members of the Public:

The Play Leader will have contact with parents and teachers. Contact will be to pass on or gain information and any necessary paperwork.

A close liaison with the school and other related agencies will be encouraged.

Contact will be on well established matters but the job holder may have to occasionally deal with issues that are more complex.

4. Levels of Responsibility:

The job holder will organise the children's play times and arrange a rota for some toys or outdoor equipment to ensure all toys are shared fairly, (assist children in turn taking).

If a toy was broken, it would be at the discretion of the job holder to ensure that the toy was fixed or replaced.

5. Effects of Decisions:

Decisions will have a limited and short term effect on employees, colleagues or members of the public and service users.

Decisions will ensure that toys and equipment are played with safely and fairly.

6. Resources:

The Play Leader will handle cash or cheques for the purpose of forwarding this to the school's office.

There will be limited use of a computer.

The job holder will maintain stocks of toys, games and outdoor play equipment.

Any paperwork such as admission forms is to be filed and maintained confidential.

7. Work Demands:

It is important that the programme of work is kept to, to ensure the children attend their class on time. Breakfast and play sessions will be scheduled.

The work programme is unlikely to be interrupted.

An interruption could be an emergency situation e.g a child has suffered an accident.

8. Physical Demands:

The job holder will clear up after play sessions and move equipment or furniture for specific games or activities.

9. Working Conditions:

The job holder will work mainly in a classroom environment that will be appropriately lit, heated and ventilated. They will also work outdoors for some of the time to carry out activities with the children, but only occasionally in inclement weather.

10. Work Context:

There will be minimal risk to the personal safety of the job holder within the context of the role. Minimal contact with parents.

11. Knowledge and Skills:

The job holder will need basic knowledge and skills to competently carry out the role. They will need good communication skills to help support them when dealing with the children, parents and other members of staff or agencies.

The job holder will need to maintain confidential documents and understand the importance of client confidentiality.

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score
2.1	2	2	1	1	2	1	1	1	1	2	266

Signatures:

Job Description agreed by:

Line/Originating

Manager:_____ **Date:**_____

Head of Service/Head

teacher_____ **Date:**_____