



**Priory Junior School
The BASE Play Leader
(Evaluated job description)**

Priory Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Job title: Play Leader of The BASE (Scale 4)

Hours of Work: Term-time only. **16 hours, term time only. 3.00 – 6.00pm, with 1 additional hour**

Job Purpose:

- To develop and carry out effective and efficient leadership of The BASE out-of-school club by providing a safe and stimulating environment to ensure that the provision of child-care for KS2 children meets the requirements of the Children's Act 1990 and within the agreed policies of the club.
- To promote good relationships between the club, the parents/carers and the school
- To ensure the club meets playwork standards

Main Responsibilities of the Post

Administration

- To take part in the day-to-day administration, record-keeping, ordering and purchasing of materials and equipment.
- To ensure equipment and materials are purchased within an agreed budget and to ensure that the Club receives value for money.
- To supervise the tidying of the areas used by The BASE.
- To be responsible for the maintenance and storage of all play equipment.
- To ensure the fabric of the building and the equipment used by The BASE are safe and secure, reporting any defects to the School Business Manager to ensure that remedial action can be taken.
- To attend monitoring meetings as required.

Activities

- To provide a high standard of quality care, that is in keeping with the ethos of Priory Junior School, as well as having a working knowledge of and acting in accordance with current legislation, policy and procedures.
- To plan and prepare creative and appropriate play opportunities, suitable to the age range of children attending.
- To promote positive behaviour.

Health and Safety

- To ensure the safety of all children attending The BASE.
- To ensure that the arrival and departure of children is properly recorded and monitored.
- To provide full care of the children, including checking arrivals are as expected, and the delivery of children to parent/carer.
- To administer any first aid as required and as appropriate, record any accidents/incidents in the school accident book.
- To arrange and supervise the provision of refreshments for the children, following food hygiene guidelines and the National Food Standards for schools.
- To understand and follow child protection procedures, reporting concerns to the Designated Safeguarding Officer.

Personnel

- To be involved in the recruitment and selection of staff employed in The BASE.
- To encourage, lead, supervise and support a team of play workers to provide a safe, stimulating environment for the children.
- To support the Headteacher in encouraging staff towards improving performance, by regular reviews, appraisal meetings, team meetings and suggested training.
- To lead monthly team meetings, to be held at 2pm on the last Friday of each month during term time (or at an alternative mutually convenient time). To circulate minutes to all members of the team and the Headteacher.
- Liaising with the school office, arrange cover for short-term absences.

Other

- To work towards providing equal opportunities in all aspects of the work and abiding by agreed policies.
- To undertake any other reasonable duties as directed by the Headteacher at the school.