

## Job Description

<b>Job Title</b>	Playzone Manager
<b>Grade</b>	Scale 5 - Max
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	All school staff, parents and relevant outside agencies
<b>Job Purpose</b>	To manage and co-ordinate the smooth running of Playzone ensuring the safety, welfare and good conduct of pupils, in accordance with school policy, and under the direction of the Headteacher.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• To promote Playzone within the local community through the school newsletter and to attend induction meetings for new pupils.</li> <li>• Maintain and further improve the uptake of Playzone places by families at the school to ensure that Playzone at least breaks even each year.</li> <li>• To maintain a basic understanding of the financial situation of Playzone through regular meetings with the Office Manager.</li> <li>• To work in partnership with the Headteacher to ensure that Playzone Terms and Conditions are up to date and relevant.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Offer high quality care and activities that allow all learners to progress.</li> <li>• Maintaining records in line with EYFS requirements for any children that are under the age of 5</li> <li>• To supervise pupils during their time at Playzone.</li> <li>• To contribute to and maintain an appropriate working atmosphere.</li> <li>• To prepare and provide breakfast and a light snack and tea for children taking part in the relevant sessions.</li> <li>• To liaise with staff members of the school .</li> <li>• To line manage and performance manage all 'Playzone' staff in accordance to school policies.</li> <li>• To ensure that a weekly menu of food is provided for all pupils attending 'Playzone'.</li> <li>• To ensure all relevant information on the service is included on the school's website.</li> <li>• To plan and provide a number of activities.</li> <li>• To ensure that 'Playzone' equipment is replaced when needed by preparing an annual budget bid to buy new equipment.</li> <li>• To shop/order weekly food shop using Tesco online service and the school charge card.</li> <li>• To complete online register/billing system monthly.</li> <li>• To work alongside Office Manager to produce monthly invoices.</li> <li>• To manage online register alongside Playzone staff.</li> <li>• Conduct monthly or half termly staff meetings with Playzone staff.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equalities Policies</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>
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### Playzone Supervisor Person Specification

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment NVQ Level 3 in learning support/early years, NNEB or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Knowledge of First Aid Level 2 Food Hygiene Certificate
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	Ability to write basic letters and reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good Understanding of the school curriculum. Knowledge of literacy/numeracy strategies

	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing Promote healthy eating in breakfast club
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other staff in Playzone
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety policy and practice
	Child Protection	Understand and implement child protection and safeguarding procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role