

Job Description – Holiday Club Deputy Playleader

Job Purpose: To participate in the day-to-day running of the holiday club.
To develop and maintain a safe and stimulating play setting and to encourage child-centred play.
To deputise for the Manager in their absence.

Responsible to: The Playleader
Responsible for: Playworkers and volunteers.

Job Details: £ 14 per hour. Hours: To work min. 60% holidays (8am – 5pm)

Main duties and responsibilities:

- To work closely with the Manager and support them in the day to day running of the setting, taking overall responsibility in their absence.
- To support the Manager to develop and encourage good team working.
- To enable children to engage in a range of play opportunities allowing for safe risks and challenges.
- To develop and maintain positive relationships with children, families and other team members.
- To always maintain children's safety and wellbeing during attendance at the setting and on trips.
- To assist the Manager with ensuring that the play environment, including equipment and resources, is prepared and ready for the arrival of children.
- To use observation and reflective practice to contribute to planning and evaluation in the setting.
- To support and develop a play environment which is inclusive for all and recognises and encourages diversity.
- To keep records as required e.g. accident/incident forms, daily checks, recipe cards
- To implement policies and procedures at all times.
- To attend relevant meetings and identified training.
- To undertake any other duties as reasonably directed by the Manager.

Person Specification – Holiday Club Deputy Playleader

	Essential	Desirable
Training & Qualifications	A level 2/3 qualification in play, childcare or similar.	A recent Paediatric First Aid Certificate
Knowledge and Experience	Experience of working with 4 to 11-year-olds.	Experience of supervising staff
	Experience in providing play opportunities for children in a play setting.	Knowledge of the Playwork Principles
Abilities and Aptitudes	Ability to take responsibility for the setting in the absence of the Manager	Art / craft / games / sport skills
	Knowledge of Ofsted requirements, the EYFS and other quality indicators eg: Bristol Standard	Understanding of the play process and how to support children in their play
	Sufficient understanding and use of English, both written and verbal.	ICT skills
	Ability to implement policies and procedures	
	Ability to work as a team member but also manage and organise own workload	
	Ability to plan, provide and evaluate a wide range of play opportunities which meet children's individual needs	
	Ability to complete basic administrative tasks	
	Ability to be a reflective practitioner in order to develop own practice	
	Ability to communicate effectively with all children, staff and families.	
	Ability to support and develop a play environment which is inclusive for all and encourages diversity	