

# MARBLE HILL PLAYCENTRES

## JOB DESCRIPTION

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Job Title: Senior Playworker

Location: One O'Clock Club

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Reports to: Playcentres Manager

Reported to by: Playworkers and volunteers

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### **Job Purpose:**

1. To be responsible for all aspects of the operational management of the One O'Clock Club.
  2. To work collaboratively with and provide full support and co-operation to the committee and Playcentres Manager.
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### **Principal duties and responsibilities:**

#### 1. Staff Team Operation & Development

- 1.1 To develop, promote and manage in conjunction with the staff team and children a play programme suitable for preschool children and their families.
- 1.2 To develop personnel systems in partnership with the Playcentres Manager to ensure the effective and efficient operation of the One O'Clock Club.
- 1.3 To organise and participate in regular staff meetings in and out of normal working hours.
- 1.4 To manage, supervise and support the work of all staff and volunteers.
- 1.5 To manage the induction of all new staff and volunteers.
- 1.6 To work closely with the Playcentres Manager and develop a work plan

#### 2. Administration

- 2.1 To attend appropriate meetings and provide feedback when required.
- 2.2 To be responsible for the stock control of materials and equipment.
- 2.3 To complete all administration tasks including registrations of children and monitoring.
- 2.4 To collect fees and other monies in accordance with Marble Hill Playcentres financial regulations.
- 2.5 To produce letters, handouts, posters and newsletters when appropriate.
- 2.6 To initiate and participate in the playground's efforts to fundraise.

### 3. Playground Programme

- 3.1 To encourage inclusive, adventurous and risky play within the site, promoting the Play Types and the Playwork Principles.
- 3.2 To establish, develop and maintain a One O'Clock Club, ensuring the site is run appropriately, developing it in a way that creates a stimulating and safe environment for children to play.
- 3.3 To become familiar with the special needs and interests of individuals and groups and endeavour to deal sensitively with these in the context of equal opportunity.
- 3.4 To be responsible for the general safety and well being of children and young people being supervised.

### 4. Relations with other organisations

- 4.1 In conjunction with the Committee and Playcentres Manager, to maintain and develop relations with English Heritage, London Play and other play organisations and youth agencies.

### 5. Health & Safety, Play Building and Site

- 5.1 To ensure that the playground meets advised standards of Health & Safety.
- 5.2 To assist Playcentres Manager in undertaking and maintaining all health and safety audits and deal with matters arising.
- 5.3 To report major defects to Playcentres Manager and Committee.
- 5.4 To ensure the site is secure.
- 5.5 To ensure the appropriate use and safe keeping of all equipment, materials and furniture belonging to the One O'Clock Club.
- 5.6 To ensure the building and site are kept clean, tidy and hygienic.
- 5.7 To set up the play environment prior to each session.
- 5.8 To ensure One O'Clock Club staff and volunteers follow the health and safety policy

### 6. Additional Duties

- 6.1 Any other duties relating to the Marble Hill Playcentres that may be required from time to time by the Playcentres Manager/Committee.
- 6.2 To carry out the responsibilities of the post having regard to the Playcentres' Equality & Diversity, Customer Care and Health & Safety Policies
- 6.3 To write an end of season report, collate data and statistics, and to present this to the Playcentres Manager and committee.

# MARBLE HILL PLAYCENTRES

## PERSON SPECIFICATION

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Job Title:	Senior Playworker
Location:	One O'Clock Club
Job Time:	Part-time, Fixed Term
Hours:	25 hours per week: Monday-Friday 12:00-17:00
Pay:	£10 - £12 per hour (dependant on qualifications and experience)

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### Criteria:

#### Essential criteria:

##### Experience and qualifications

- Experience of working in an Early Years setting.
- Experience of the operational management of a children's play facility/project.
- Experience in supervising, supporting and motivating staff.

##### Knowledge

- An understanding of Playwork Principles and the Early Years Foundation Stage, and their application in a setting like Marble Hill Playcentres.
- A good knowledge of safeguarding and willingness to undergo further training
- An understanding of diversity, equality & inclusion and their importance in service delivery and in the operation of the Playcentres.
- An understanding of staff development, improving practice and motivating for change.

##### Skills and abilities

- The ability to plan, deliver and evaluate good quality play programmes for children including programmes for those with additional needs.
- The ability to manage workloads and prioritise tasks
- The ability to communicate effectively with a range of stakeholders using excellent verbal, written and electronic skills
- Good observational skills and the ability to judge if and how to intervene in children's play.

##### Personal qualities

- Enthusiasm
- Flexibility and the willingness to engage in a large team of playworkers

#### Desirable criteria

- A level 3 qualification in Early Years
- A first aid qualification
- A driving licence and regular access to a vehicle