

## MILTON KEYNES PLAY ASSOCIATION

### JOB DESCRIPTION

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POST TITLE	<b>Play Leader–School Holiday Playscheme</b>
RESPONSIBLE TO	<b>Play Coordinator</b>
HOURS OF WORK	<b>9.00am - 5.30pm (Times may vary) Flexible working (Ad hoc role)</b>
SALARY SCALE	<b>16 to 24yrs £8.71/hr   25+ £9.22/hr (+ 0.50p/hr for Van Driver)</b>

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### JOB PURPOSE

To manage a team of playworkers and actively deliver a diverse sessional play activity programme to school aged children across Milton Keynes. Sessions will be open air and part booked. You will be required to take an active role within the planning of play sessions and the delivery of activities with particular focus on participation and interaction.

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### PRINCIPAL ACCOUNTABILITIES/KEY TASKS

1. Ensure the safety and care of the children is maintained at all times whilst within the scheme, maintaining social distancing guidelines.
2. Work with the Play Coordinator in the planning of play sessions. This includes identifying what play and craft activities will be delivered on the sessions.
3. Manage a team of playworkers, ensuring the whole team are working together and actively encouraging children to get involved in play. Managing includes keeping your team organised, focused and enthusiastically working together on sessions.
4. To be proactive in offering ideas and initiating activities, whilst having an appreciation of the impact of adult intervention on children's freedom to choose and create their own play environment.
5. With direction from the Play Coordinator, contribute to the provision of a high-quality environment to meet the needs of individual children from different cultures and religious backgrounds stages of development and emotional needs.



# MAKING PLAY MATTER

6. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory requirements. In addition, be the point of contact for listening to parental concerns and de-escalate any potential issues.
7. To administer disciplinary procedure when required and report to Play Coordinator accordingly.
8. To take lead in the set up and clearing up of activities.
9. Work as part of a team, ensuring a range of activities are delivered at all times.
10. To be respectful to children and members of the public at all times.
11. To ensure your team have finished the end of day duties and maintaining the quality and cleanliness of equipment. Restocking materials when required.
12. To undertake training relevant to the post.
13. To be prepared to take a flexible approach to working hours.
14. Generally, support the work of MKPA colleagues.
15. To wear uniform provided at all times.
16. Lead First Aider and Safeguarding Officer when Play Coordinator is not on site. Training will be provided.
17. A DBS check will be required (this will be done through MKPA)

## Liaison

1. To develop and maintain good relationships and communications with colleagues and parents to facilitate day-to-day caring needs, always escalating concerns and issues to the Play Coordinator.
2. To manage difficult situations that arise (behaviour management of children, parent queries and complaints).
3. Able to collect and record demographic and personal data on sessions. This data needs to be documented at the end of each day and filed appropriately.
4. Enable children's feedback and ensure it is acted upon as appropriate.

Contact Nicole, Play Coordinator on **07951 746 970** or email [nicole@mkpa.co.uk](mailto:nicole@mkpa.co.uk)

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