



Wonder
Learning Partnership

Educate | Empower | Engage | Enrich

Melbourne Primary School

After School Club Play Co-Ordinator

(Permanent / Part time)



Job Description & Person Specification

ASC Play Co-Ordinator

Responsible to:	Headteacher
Salary	SCP6 £21,968 (FTE)
Hours of work:	12.5hrs per week (15.00 - 17.30 hrs Mon – Fri)

Job Description

The play co-ordinator is responsible for the development and effective running of the after-school club, professional responsibilities will include:

- Ensuring the delivery of creative play opportunities in a well-organised, safe and caring environment
- Planning and preparing a suitable programme of activities
- Responsibility for the administration of the club, keeping relevant records
- Preparation of food (snacks) in line with food safety guidelines
- Supervision and daily management of staff employed by the club
- Ensuring the safety children and adopting safeguarding practices
- Ensuring that the behaviour of the children is in line with school policies
- Effective and professional communication with parents, the headteacher and staff
- Carrying out all responsibilities and activities in accordance with the school's agreed policies
- Undertaking any other duties and training that may reasonably be regarded as being commensurate with the grade and general purpose of the post

The postholder is accountable to the Headteacher.

Person Specification



	Essential	Desirable
Qualifications		
Education to GCSE level with Maths and English at grade C or above	X	
NVQ Level 2 or 3 in teaching support, play work or childcare (or working towards)		X
Paediatric First Aid		x
Food safety Level 2		x
Experience		
Previous experience of working with or caring for children within an educational setting		X
Experience of planning and implementing programme of play activities		X
Experience of working effectively as part of a team	X	
Experience of food preparation in line with food safety guidelines		x
Skills and Knowledge		
Good verbal communication and interpersonal skills – ability to communicate with children, parents and staff	X	
Ability to work under direction and on own initiative	X	
Ability to liaise effectively with colleagues	X	
Ability to form positive relationships with children	X	
Awareness of health and safety issues		X
Understanding of how to ensure good behaviour through positive re-enforcement	X	
Personal Qualities & Values		
Commitment to the Trust's ethos and values	X	



A passion to see children succeed	X	
Ability to be firm, fair and consistent	X	
Calm and patient	X	
Willingness to be flexible	X	
Friendly and approachable personality	X	
Willingness to grow and develop professionally with support from colleagues and the Trust	X	
Organisational skills	X	
Awareness of the importance of confidentiality	X	
Ability to work confidently with multi-agency colleagues	X	
Good attendance and work ethic	X	
High commitment to providing the highest standards for the pupils within the Trusts care	X	
Commitment to safeguarding and equality at all times	X	

The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Note – This job description & person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

How to apply

If you would like to apply for this vacancy, please download a Support Staff application form from the trust website <https://wlp.education/vacancies/>

For any enquiries or to arrange a visit, please email our friendly office team, admin@mcps.org.uk



Completed application forms should be emailed to admin@mcps.org.uk

Closing Date: 8th October 2023 (5pm)

If you have not heard from us by 13th October, then unfortunately your application has not been successful. Thank you for your interest in this post.

**Interview: Interviews will take place week commencing 9th
October 2023**

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

