

Position: Play worker (grade 1) No accreditation
Responsible to: Director/playleader.

To assist in the day to day organisation of the centre
This includes:

- Providing a stimulating environment and a variety of resources to offer safe, creative, appropriate play, ensuring proper use of equipment and toys for the children which are freely accessible, **'Being Healthy'**, **'Staying Safe'**, **'Enjoy And Achieving'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 3, 5, 6, 9 & 11)
- Support children's play rather than directing or controlling it. **'Staying Safe'**, **'Enjoy And Achieving'** (previous Ofsted standard 3, 9 & 11)
- Ensure an appropriate level of adult intervention in the children's play where safety issues require it (craft table, water/sand pit, play areas) **'Staying Safe'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 4, 6, 9 & 11)
- Listen to the children and take account of their views and ideas, **'Enjoy And Achieving'** (previous Ofsted standard 9 & 11)
- Ensure the children are accessing the environment fully to their ability; create positive carer/parent relations by discussing the child's achievements, failures, and incidents that have arisen during the day with care and diplomacy. If unsure of how to proceed with an incident discuss the matter with your playleader/director, **'Staying Safe'**, **'Enjoy And Achieving'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 9, 11 & 12)
- Help with eating arrangements and assist the children where necessary, **'Being Healthy'** (previous Ofsted standard 8, 9 & 10)
- Assist the children with hand washing and toileting if required. **'Being Healthy'** (previous Ofsted standard 7, 9 & 10)
- To help with the day to day administration/recording of information (registers, change of detail), housekeeping of the premises and equipment, **'Achieving Economic Well-Being'**. (previous Ofsted standard 2)
- Plan; organize main project ideas with children/parents/carers through the year with consideration to equal opportunities, religious and racial requirements, **'Making A Positive Contribution'** (previous Ofsted standard 3 & 9)
- Plan and organize daily/weekly activities with children, **'Making A Positive Contribution'**. (previous Ofsted standard 3 & 9)
- Plan and organize holiday activities with children, **'Making A Positive Contribution'** (previous Ofsted standard 3 & 9)
- Gather the required information to ensure accurate representation of specific groups with children/parents/carers, **'Making A Positive Contribution'**. (previous Ofsted standard 9)
- Gather required materials and/or equipment for the activity, **'Staying Safe'**, **'Making A Positive Contribution'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 4, 5 & 9)
- Plan displays into organized projects with children, **'Making A Positive Contribution'**. (previous Ofsted standard 9 & 12)
- Monitor supplies and inform playleader which need to be purchased, **'Achieving Economic Well-Being'**.
- Attend meetings to ensure everyone is briefed on up and coming projects and to meet after the event to discuss successes and failures. Monitor activities and record successes and failures for future use, **'Achieving Economic Well-Being'**. (previous Ofsted standard 9 & 12)
- Operate within the health and safety policies of the centre, produce daily health and safety checks, recorded, filed, and report incidents that can not be resolved on the spot to the playleader, **'Staying Safe'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 6)
- Attend staff meetings and training, **'Achieving Economic Well-Being'**. (previous Ofsted standard 1)
- Administer kitchen duties and foodstuffs according to qualification. **'Being Healthy'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 8 & 9)
- Administer first aid according to qualification and monitor/re-order as required via playleader, **'Staying Safe'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 7 & 9)
- Develop personal knowledge of child protection, by accessing training, personal development, written information and peer support, **'Staying Safe'**, **'Achieving Economic Well-Being'** (previous Ofsted standard 13)
- Work to agreed policies and procedures, **'Achieving Economic Well-Being'**
- Gather evidence in several forms of above procedures for the purpose of OFSTED inspections and in particular the 'EYFS', **'Achieving Economic Well-Being'**
- Any other duties within the person's abilities deemed necessary to the operation of the centre, **'Achieving Economic Well-Being'**.

This position will require the development of knowledge of the 'Early Years Foundation Stage' (EYFS), Ofsted Standards, Health and safety regulations, Fire risk assessment, Child Protection, Company policy and procedures, **'Achieving Economic Well-Being'**. This position and job description is to be reviewed at six monthly periods to ensure standards are met and maintained, **'Achieving Economic Well-Being'**.

Position: Play worker grade 2

Responsible to: Director/playleader

As play worker (grade 1) no accreditation plus:

- Administer the daily running of Kidzone including **'Achieving Economic Well-Being'**:
- Taking telephone messages, making written documentation, passing messages on to the relevant parties, acting on information and correct filing of message **'Achieving Economic Well-Being'**, **'Staying Safe'**.
- Liaising with official and un-official visitors, making written documentation, passing messages on to relevant parties, acting on information and correct filing of visit **'Achieving Economic Well-Being'**, **'Staying Safe'**. ([previous Ofsted standard 6](#))
- Liaising with parents, dealing with their questions, taking payments, documenting all information on relevant forms, passing messages on to relevant parties, acting on information and correct filing **'Achieving Economic Well-Being'**, **'Staying Safe'**. ([previous Ofsted standard 6](#))
- To ensure that all documents are filed correctly **'Achieving Economic Well-Being'**, **'Staying Safe'**.
- Ensure all documentation is correctly filled out with all information included, if some information is absent then arrange to get the information **'Achieving Economic Well-Being'**, **'Staying Safe'**.
- Security of cash tins, filing system, office, fire exits, windows **'Achieving Economic Well-Being'**.
- Report health and safety issues of the children and staff to playleader for recording **'Achieving Economic Well-Being'**, **'Staying Safe'**.
- Gather evidence in several forms of above procedures for the purpose of OFSTED inspections and in particular the 'EYFS', **'Achieving Economic Well-Being'**

This position will require knowledge of the 'Early Years Foundation Stage' (EYFS), Ofsted Standards, Health and safety regulations, Fire risk assessment, Child Protection, Company policy and procedures **'Achieving Economic Well-Being'**.

This position and job description is to be reviewed at six monthly periods to ensure standards are met and maintained **'Achieving Economic Well-Being'**.

Position: Playleader/Playworker grade 3

Responsible to: Director/partner

Responsible for: Playworkers grade 1 & 2

As Play worker (grade 2) plus:

- Manage playworkers in the centre and off site '**Achieving Economic Well-Being**'.
- Manage health and safety of centre and site '**Achieving Economic Well-Being**'.
- Ensure all health and safety issues are recorded correctly and where necessary information is passed on to relevant parties, parents, director, statutory bodies '**Achieving Economic Well-Being**'.
- Organise and gather correct information from administration for distribution to and from; parents, children, staff and other bodies '**Achieving Economic Well-Being**'.
- Ensure security of buildings and equipment '**Achieving Economic Well-Being**'
- Manage operation within agreed policies and procedures '**Achieving Economic Well-Being**'
- Oversee the kitchen duties and foodstuffs '**Achieving Economic Well-Being**'.
- Organize diaries, liaise with other members of staff weekly events, requirements, and arrange sourcing of materials '**Achieving Economic Well-Being**'.
- Liaise with Director and Lilliput about new projects '**Achieving Economic Well-Being**'.
- Develop and maintain positive, strong parent/carer relations using available and required information '**Achieving Economic Well-Being**', '**Staying Safe**'.
- Gather evidence in several forms of above procedures for the purpose of OFSTED inspections and in particular the 'EYFS' '**Achieving Economic Well-Being**'

This position will require comprehensive knowledge of the 'Early Years Foundation Stage' (EYFS), Ofsted Standards, Health and safety regulations, Fire risk assessment, Child protection, Company policy and procedures '**Achieving Economic Well-Being**'.

This position and job description is to be reviewed at six monthly periods to ensure standards are met and maintained. '**Achieving Economic Well-Being**'

Position: Administrator

Responsible to: Director, Partner, Play leader.

- Manage administration of the all the centres.
 1. Up date invoices/statements (weekly) '**Achieving Economic Well-Being**'. ([previous Ofsted standard 12](#))
 2. Create/process debt collection (as required) '**Achieving Economic Well-Being**'.
 3. Up date term/holiday registers (weekly) '**Achieving Economic Well-Being**'. ([previous Ofsted standard 12](#))
 4. Create/process meeting agenda/minutes (as required) '**Achieving Economic Well-Being**'.
 5. Up date/maintain filing system to OFSTED standards (as required) '**Achieving Economic Well-Being**'. ([previous Ofsted standard 14](#))
 6. Up date/maintain children's records (as required) '**Achieving Economic Well-Being**', '**Staying Safe**'. ([previous Ofsted standard 14](#))
 7. Up date/maintain staff records (as required) '**Achieving Economic Well-Being**', '**Staying Safe**'. ([previous Ofsted standard 1](#))
 8. Create/process booking forms (as required) '**Achieving Economic Well-Being**', '**Staying Safe**'. ([previous Ofsted standard 12](#))
 9. Up date/process/maintain change of customer details/use of centres (as required) '**Achieving Economic Well-Being**', '**Staying Safe**'. ([previous Ofsted standard 12](#))
 10. Process information accurately from/to staff, manager, playleader, customers '**Achieving Economic Well-Being**', '**Staying Safe**'. ([previous Ofsted standard 12](#))
 11. Produce reports/information as require by management '**Achieving Economic Well-Being**'.
 12. Collate/produce information for newsletters '**Achieving Economic Well-Being**', '**Making A Positive Contribution**'. ([previous Ofsted standard 12](#))
 13. Back up all sensitive information in case of damaged/theft '**Achieving Economic Well-Being**'.
 14. Ensure all sensitive information is kept securely and access is by authorised personnel only '**Achieving Economic Well-Being**'.
- Manage administration of health and safety of centres and sites.
 1. Ensure records are up to date '**Achieving Economic Well-Being**', '**Staying Safe**'. ([previous Ofsted standard 6](#))
 2. Documents requiring precise procedures are current and up dated, accident forms '**Achieving Economic Well-Being**', '**Staying Safe**'.
 3. Information is to current legislation '**Achieving Economic Well-Being**'. ([previous Ofsted standard 6](#))
 4. Produce reports/information as required '**Achieving Economic Well-Being**'. ([previous Ofsted standard 6](#))
 5. Records are stored and maintained '**Achieving Economic Well-Being**'. ([previous Ofsted standard 6](#))
- Support director and playleaders in their role with accurate, clear information and where required ensure information is up to date '**Achieving Economic Well-Being**'.

This position will require comprehensive knowledge of the 'Early Years Foundation Stage' (EYFS), Ofsted Standards, Health and safety regulations, Fire risk assessment, Child protection, Company policy and procedures '**Achieving Economic Well-Being**'.

This position and job description is to be reviewed at six monthly periods to ensure standards are met and maintained '**Achieving Economic Well-Being**'.