NUNEATON & BEDWORTH LEISURE TRUST

# ROLE DESCRIPTION

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| Role Title: | Little Monsters Playcare Coordinator |
| **Primary Location**:  | Arden Forest Infant School / Our Lady & St Joseph Catholic Academy / St James C of E Academy |
| **Responsible to:**  | Schools & Sporting Services Manager |

**JOB PURPOSE**

* To be responsible for the operation of a safe and stimulating Playcare sites within NBLT.
* Supervising a team of supervisors and assistants ensuring that they provide a balanced programme of activities for children aged 4 – 11 years.
* Undertaking all relevant administration regarding Health and Safety, bookings, stock control and finance.

**NBLT STANDARDS**

All employees are required to apply the NBLT standards in their role.

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| 1. | To assist in delivering NBLT’s Business Plan and performance targets. |
| 2. | To adhere to all NBLT policies and operating procedures.  |
| 3. | To assist in fostering a creative and open environment within the Trust, where employees feel supported, involved and consulted sharing information with others, showing mutual respect. |
| 4. | To respond positively to change, trying out new ideas, where possible making use of the technology available to improve service delivery. |
| 5. | To ensure that the highest level of customer service is provided and that customer satisfaction is maintained. This includes:1. (a) Treat customers better than they would expect to be treated themselves;
2. Always approach the customer in a friendly and professional manner. Welcome them with a smile; be helpful and informative;
3. Ensure you, your area and your site are always presentable.
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| 6. | As well as point 5 above, to act at all times in accordance with the Standards for your particular area of work.  |
| 7. | To carry out all the work within the spirit and intention of equal opportunities. |
| 8. | To work in accordance with the Health and Safety at Work etc. Act 1974. |
| 9. | To undertake personal development commensurate with the duties and responsibilities and development of the role. |

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

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|  | 1. To be responsible for Little Monsters Playcare rota ensuring all settings are covered with the relevant qualified employee in line with Early Years Framework
2. Ensure the organisation, planning and evaluation of daily and weekly activity programmes in consultation with supervisor and assistants within Little Monsters Playcare within Early Years Framework.
3. Supervising a team of supervisors and assistants ensuring that they provide a balanced programme of activities for children aged 4 – 11 years within Little Monsters Playcare.
4. Managing and undertaking site observations, termly audits, team performance management, 1 to 1 supervisor meetings, staff meetings and peer observations for all team members.
5. Supervise children on the scheme ensuring their safety at all times.
6. Ensure all children are enrolled, registered and accounted for according to the scheme procedure.
7. Managing financial requirement including child payments, invoices and debt recovery
8. Ensure Playcare sites records and administration are up-to-date including staff details and child’s medical information.
9. Be responsible for Little Monsters Health & Safety and management systems including risk assessments, fire plans, normal and emergency procedures and annual policy reviews/
10. Be responsible for general administration duties to include annual master folder updates.
11. Maintain the adequate supervision of children at all times ensuring that no damage occurs to the building.
12. Make sure the building is left clean and tidy at the end of each day, and all employees within teams follow Open & Close Procedures.
13. Dealing with enquiries and feedback from children, school management team, parents and guardians.
14. Administer First Aid in the event of an accident
15. Work as part of the wider Youth, Community & Schools Team.
16. Wear a uniform and ID Badge at all times.
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| **SPECIAL CONDITIONS:** |  |
| 1. Enhanced DBS Check & Update Service within 19 days of DBS date of issue |
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| **PREPARED BY:** | Schools & Sporting Services Manager |
| **DATE PREPARED:** | 06th December 2019 |
| **AGREED BY POSTHOLDER:** |  |

## Review Arrangements

The details contained in this role description reflect the content of the role at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, NBLT will expect to review this role description from time to time and will consult with the post-holder at the appropriate time.

**V5/Dec/10**

Person Specification

**Little Monsters Playcare Coordinator**

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| NOTE TO APPLICANTSWhilst all criteria on the specification are important, those marked ‘E’ are the essential requirements. You should pay particular attention to these points and provide evidence and examples of meeting them. Failure to do so may mean that you will not be invited for interview. |
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| Category | E/D | **Criteria****Indicate E (Essential) or D (Desirable)** | Method of assessment |
| Experience | EE  E E E EE | Experience of supervising StaffExperience of caring for or teaching children aged 4 -11 years.Experience of working with groups of children with different abilities.Experience of working in a childcare settingExperience of planning and organising activities for the specified age group.Experience of cash handlingManagement/Supervisory experience | 2 & 42 & 42 & 42 & 42 & 42 & 42 & 4 |
| Qualifications/ Attainments | ED  DD | Minimum NVQ Level 3 in Child Care for OFSTED settings. Safeguarding certificatePaediatric First Aid CertificateManagement /Supervisory Qualifications | 2 & 52 & 52 & 52 & 5 |
| **Knowledge, Skills and Abilities** | E  E  E  E | Be able to demonstrate a knowledge of games/activities for children aged 4 – 11 years.Experience of supporting children with reading exercises.Experience and ability of organising a wide variety of activities for children. Ability to use Microsoft packages.  | 2 & 42 & 42 & 42 & 4 |
| **Personal Qualities** |  E  E E | High degree of motivation and personal enthusiasm.Ability to work on own initiative as well as within a team.Have a positive attitude and be adaptable to change. | 2 & 42 & 42 & 4 |
| Other Factors | EE | Subject to an Enhanced DBS checkMust have an excellent attendance record | 55 |

Method of Assessment

1= test (psychometric, pool, practical)

2= application form

3= exercise (computer, in-tray, written)

4= interview

5= documentary evidence (e.g. certificates, references, portfolio)

6= presentation

V2/JAN/08