



Play Leader - Job Description

As a Play Leader you will be responsible for ensuring a fun, active, stimulating and safe place for children of the club to freely play as well as leading specific activities; adapting your skills and experience to work with different age ranges throughout a session. Reporting directly to the Club Manager.

Responsibilities are described as follows:

- Adhere to processes and procedures whilst the children in your care are continually having a fun, stimulating and safe time.
- Encouraging and leading the children to get outside and take part in physical activity.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers or to their class teachers.
- Assist with planning and delivery of activities with structure and enthusiasm; encouraging maximum participation.
- Setting up the play space including moving furniture and play equipment.
- Manage the exchange of all relevant information on the children to management.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.
- Ensuring that all activities, equipment and the setting are safe with the relevant risk assessments undertaken.
- Packing away the equipment used in the session and cleaning the area and kitchen.
- Kit/Equipment maintenance and safety checks.
- Snack preparation/cooking and washing up and cleaning kitchen.
- Actively contribute to the reviews and appraisals systems for own development

Requirements:

- Enthusiastic and organised with excellent communication skills and good use of initiative
- Flexible, team player willing to take on various tasks as required
- Experience of working with 4 to 11 year olds
- Understanding the varied needs of children and their families
- Understanding the issues involved in the delivery of quality play care and activity sessions
- Understanding the issues of equal opportunities



- Provide and facilitate safe and creative play inside and outside
- Good communication skills
- Sound judgement and common sense
- Food Hygiene, First Aid and relevant qualifications is preferred

Energy Kidz is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The emphasis is CARE and PLAY. CARE ensures safety for children and peace of mind for parents. PLAY allows the free involvement of children in a wide range of activities.