

Illingworth Place, Oldbrook, Milton Keynes, MK6 2NH

01908 604689 • [office@oldbrookschoo.co.uk](mailto:office@oldbrookschoo.co.uk)

[www.oldbrookschoo.co.uk](http://www.oldbrookschoo.co.uk)

**Oldbrook Wrap Around Care - Deputy Playleader**  
**(Fixed Term Position until 31<sup>st</sup> August 2026)**

Salary Range: Grade E1 (£26,421 FTE, £8,301 actual per annum)  
13.75 hours per week – 3.15pm until 6pm, 38 weeks per annum

Start Date: 1<sup>st</sup> September 2024  
Fixed Term: until 31<sup>st</sup> August 2026

Oldbrook First School and Nursery is a welcoming and caring school that values the importance of early years education, providing children with the best possible opportunities to become confident, enthusiastic and successful learners. We value our community where everyone can live and learn together.

From September 2024 we will be extending our school wrap around provision to support the school community. We are looking for an enthusiastic and dedicated Deputy Playleader. You will have the ability, skills and understanding to implement a varied programme of activities which meets the needs of children including their care and welfare needs under the direction of the Headteacher.

You will need:

- To have a positive, enthusiastic and caring approach.
- To be child centred putting the children's needs first.
- To be skilled in supporting children's personal wellbeing and development.
- To have the confidence and experience in communicating effectively with pupils and parents.
- To be flexible, adaptable and follow school and wrap around care policies.
- To be able to make decisions, lead a team and have a good sense of humour.

Oldbrook First School and Nursery is committed to safeguarding and promoting the welfare of all our children. The successful applicant will require an enhanced DBS clearance. This school is committed to equal opportunities.

**Closing date: Thursday 4<sup>th</sup> July at 12noon.**

**Interview date: w/c 8<sup>th</sup> July 2024**

**Start date: 1<sup>st</sup> September 2024**

# Milton Keynes Council – Role Profile

Role Title: **Deputy Playleader**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0777**

Grade: **E**

---

## Purpose of job

### Key Objectives

1	To deputise in the absence of the Playleader, as appropriate
2	To take delegated responsibility for the day to day running of one or more school club activities
3	To assist in the implementation of a stimulating and varied programme of activities which meets the physical, social, emotional, cultural and intellectual needs of the children in a non-sexist, non-racist manner
4	To assist in supervising a team of Play Workers and other Assistants
5	To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child
6	To ensure that food provided is balanced and healthy in accordance with recommended dietary requirements and that food preparation/handling is carried out within Food Safety guidelines
7	To assist with planning sessions with staff team including allocation of resources and liaison with parents/carers about themes as necessary
8	To ensure a close liaison with the school and other related agencies

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### Scope

- To be responsible, with other team members, for ensuring that play materials and equipment used is maintained and stored appropriately
- Ensure that activities are carried out in a safe and responsible manner in accordance with the National Standards for Out of School provision and Health and Safety
- Ensure that the arrival and departure of children is properly recorded and monitored
- Assist with serving of refreshments to children
- Ensure that day to day administration and record keeping is maintained
- To administer any first aid as required and appropriate

### **Work Profile**

- To assist with the setting out of equipment and ensure all cleaning and tidying is completed at end of the session
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

### **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
<b>Qualifications</b>	A recognised childcare qualification to NVQ3 level or equivalent	X		A
<b>Skills / Experience</b>	Experience of staff and resource management in a childcare related environment		X	A
	Budget management		X	A
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
<b>Planning and organising work</b>	Contribution to termly/school year planning programmes of events.		X	I,R
<b>Planning capacity and resources</b>	Short term planning of sessions/events		X	I,R
<b>Influencing and interpersonal skills</b>	Delegated team supervision		X	I,R
	Encouraging colleagues, volunteers, parents etc to participate in play / school club activities		X	I,R
<b>Using initiative</b>	Dealing creatively with day to day issues, problems and pressures.		X	I,R
<b>Working independently</b>	Handling day to day issues (often out of normal school hours) without recourse to senior school management		X	I,R
<b>Managing people</b>	Delegated supervision of school support staff		X	I,R
<b>Managing resources</b>	Contribution to small scale budget / physical resource / information management		X	I,R
	Assistance with rota management and supervision		X	I,R
<b>Managing risk</b>	Thorough awareness of all legal and regulatory frameworks relating to child care	X		I,R

<b>Managing oneself</b>	Awareness of opportunities for self development		X		I,R
-------------------------	---	--	---	--	-----