



**The Meads Management Group**  
Mill Mead School, Port Vale, Hertford, SG14 3AA  
Ofsted Registration Number: 401994

- Job Title:** Play Leader – Level 2
- Employer:** The Meads Management Group
- Responsible to:** The Meads Manager
- Working in Partnership:** The Meads Management Committee, The Meads Manager, Deputy Manager for Play, Deputy Manager – Admin, Head Teacher, Staff, Pupils, & Parents/Carers of Mill Mead School.
- Responsible for:** All children in the care of The Meads. Mentoring Trainee Play leaders & Volunteers.
- Hours of Work:** Shift working between the hours of 7.45am – 6.00pm in agreement with Meads Manager. Attendance at evening staff meetings and training sessions will also be required.

**Purpose of the job:**

- To provide a safe, fun, stimulating and caring environment for children between the ages of 3yrs to 11yrs.
- To supervise and engage in play with the children on a day to day basis
- To ensure inclusion and diversity in all aspects of the provision.
- To implement the Meads Management Group policies.

**Main duties:**

1. Ensure that parents/carers record the arrival of their child at the start of the morning session.
2. During term time, at the start of the afternoon session, ensure that Play leaders have collected children from classrooms and escorted them safely to The Meads.
3. Ensure all children are registered each session, and that parent/carers sign each child out at the end of the session.
4. To ensure that all registers are up to date and checked throughout each day.
5. To be part of the team providing a safe, stimulating environment for the children, with creative and appropriate play opportunities.

6. Carry out daily risk assessments and report any issues to Management.
7. To carry out written observations each week on children under 5yrs old, in line with Early Year's Foundation Stage (EYFS).
8. To lead activities, in a controlled and responsible manner implementing the current Behaviour Policy when required.
9. To be responsible for ensuring the safety of all those children at The Meads in the event of a fire/drill or other emergency. To include briefings regarding fire drill procedure.
10. To be responsible in the absence of the Deputy Manager for Play, for allocating tasks to all Play leaders, Trainees and Volunteers to ensure the smooth functioning of the setting.
11. To be responsible for safeguarding and promoting the welfare of children.
12. To access all training opportunities. Safeguarding and First Aid training are mandatory.
13. To **assist** in the changing of children when necessary (i.e. nappy changing, soiling, sickness etc.) **following Safeguarding policy guidance.**
14. To act in a responsible and appropriate manner towards children and adults at all times.
15. To act as a good role model for the children.
16. To establish good relationships with the children and to develop an understanding of their cultural backgrounds.
17. To promote equality and diversity across the setting.
18. To offer particular help to children with special educational needs, and to encourage children to develop tolerance of each other's abilities and disabilities.
19. To contribute to planning activities in liaison with Deputy Manager for Play.
20. To be responsible, with colleagues, for ensuring that resources are properly used, maintained and stored. Any worn or damaged resources should be reported to The Meads Manager or Deputy Manager for Play.
21. To ensure that the areas used by The Meads are left tidy and clean at the end of every session.
22. Administer first aid and medication when required.

- 23. Responsible for ensuring that Play leaders assist with all catering (following the food preparation policy guidelines), cleaning food preparation and storage areas on a rota basis. Regular weekly stock rotation checks to be carried out when putting food delivery away.
- 24. Encourage children to make healthy choices at meal times.
- 25. To ensure the laundry is washed and dried on a daily basis.
- 26. To support in the supervision of all staff and engage in the appraisal process.
- 27. To attend meetings as appropriate.
- 28. To undertake any other reasonable duties as directed by The Meads Manager, Deputy for Play & Deputy Manager – HR & Admin.

Job Description Reviewed January 2016

Signed..... Danny Simpson-Jinks  
 Date..... Chair Person

Signed ..... Rosa Reynolds  
 Date..... Meads Manager

Signed ..... Karen Lewis  
 Date..... Deputy Manager - HR

01992 582055  
 E-Mail: [meads@millmead.herts.sch.uk](mailto:meads@millmead.herts.sch.uk)  
 Web: [www.meadsandmeadows.co.uk/](http://www.meadsandmeadows.co.uk/)  
 Facebook: /The-Meads  
 Twitter: @TheMeadsMeadows