

Meadowside Primary School

Title of post	Extended Services Co-ordinator
Grade	Grade G Point 8-12
Working time	Various
Job purpose	To lead and be responsible for the day-to-day organization of the wrap around care provision at Meadowside Primary School providing high standards of care and play opportunities for children between the ages of 3-11 years old in a safe and secure environment.
To whom the postholder reports	The postholder is responsible to the Executive Head Teacher and Head of School at Meadowside Primary School. They will also be expected to interact on a professional level with colleagues, pupils, parent/carers, Governors, multi-agency professionals and members of the wider community.
Liaising with	Executive Head Teacher, Head of School, Executive School Business Manager, MASC administrator and all MASC staff.
Duties and responsibilities of the post	<ul style="list-style-type: none"> • To lead the day-to-day management and organisation of the wrap around care provision. • To line manage the team of playleaders/playworkers including direction, supervision, induction, motivation, training and performance management. • To maintain relationships with parents and other carers to provide appropriate continuity of care and to encourage parental involvement and support of the facility. • To facilitate the smooth transition of children from school and to parents and carers and from staff to staff within the setting. • To manage activities which are age appropriate to enable the provision of an inclusive service. • To supervise children attending the activity sessions and to work with children on a one-to-one basis if required to ensure that all children receive appropriate support and are always safe. • To organize the setting up of planned activities including the preparation of the resources required to ensure that activities are safe and set up in a timely manner and to assist with the process of tidying and clearing away at the end of each session and to ensure resources are stored appropriately. • To support the children attending the sessions to participate in the planning and evaluation on a one-to-one basis and group discussion (circle time). • To discuss with the staff all issues relevant to safeguarding and child protection and to follow the NSCB guidelines within the setting. • To organize planning and observe progress for the early learning goals where foundation aged children are attending the session. • To organize and attend training where necessary to cover the safety and behaviour of all children in the setting (first aid, food safety, behaviour, and care plans and COSHH as necessary). • To be an active staff member working within a team. • To communicate effectively with all stakeholders. • To establish productive working relationships with pupils, acting as a role model and participating in their learning opportunities through play.

	<ul style="list-style-type: none"> • To challenge and motivate pupils, promoting and re-enforcing self-esteem. • To provide pastoral support to pupils including understanding of equal opportunities and other people's behavioural, physical, social and welfare needs • To be aware of and support differences and to ensure all pupils have equal access to opportunities to learn and develop. • To contribute to the overall ethos/work/aims of the school. • To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the setting. • To uphold, implement and regularly review all policies and procedures of the provision. • To maintain all records relating to the management of the provision ensuring confidentiality and data protection of the children, their families and members of staff. • Liaison with school finance staff to ensure rigid financial control and to be responsible for the ordering of equipment, supplies and resources. • To maintain records of attendance for children attending the provision and providing information returns and other records as required. • To maintain staff records of attendance, checking and authorising pay claims and managing staff absences, cover and lateness. • To effectively manage the occupancy levels of the provision, the staffing levels to meet occupancy, the waiting list and offering of places to children. • To promote and market the provision to maintain occupancy. • To monitor and evaluate the quality of the service and provide a termly (6) written report for governors. • To maintain working relationships with other site users. • To ensure that adequate standards of safety and hygiene are maintained throughout the provision including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
External Links	<ol style="list-style-type: none"> 1. To play a positive role in the maintenance of good relationships with parents and the wider community. 2. To assist in the positive presentation and promotion of the school in its local community.
Generic duties and responsibilities	<ol style="list-style-type: none"> 1. Any other duties that the Executive Headteacher feels is reasonable.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>	

Playleader – Person Specification

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE	
ESSENTIAL	

	<ul style="list-style-type: none"> • Minimum of 2 years experience of working with children. • A proven commitment to work as part of a team • Knowledge and understanding of Safeguard/Child Protection • Able to produce safe, stimulating and creative play.
DESIRABLE	<ul style="list-style-type: none"> • Hold or working towards NVQ Level 3 in Childcare or Early Years Childcare Qualification Level 3 or above .
SKILLS AND ABILITIES	
	<ul style="list-style-type: none"> • Build and maintain effective working relationships with all children and colleagues and the wider community • Work constructively as part of a team, understanding roles and responsibilities and the position of the pastoral and education welfare support with these • Promote a positive ethos
PERSONAL QUALITIES AND ABILITIES	
	<ul style="list-style-type: none"> • Good health and attendance record • Commitment to inclusion and achievement

Signed:

Date: