

# Job Description

**Post Title:** Playscheme Manager

**Reporting To:** Playscheme Co-ordinator (Mapalim Senior Management)

**Staff Supervised:** Playworkers  
Senior Playworkers  
Any other workers on play site for any reason

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## **BASIC OBJECTIVES OF POST**

### **Main purpose of the job:**

1. To provide high quality care and stimulation for all children attending playscheme
  2. To co-ordination and ensure the smooth running of the play project and to support, direct and line manage other staff based on the play site
  3. Effectively manage the play site, ensuring all site users are safe
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### **Duties and responsibilities:**

#### Developing Personal and Organisational Practice

- Evaluate the effectiveness of activities and operations with children, parents/carers, staff members and line managers
- Organise and lead daily evaluation meetings
- Set and monitor daily targets for improving practice at the play site
- Take part and contribute to leading 'Children's Services' evaluation meetings
- Elicit feedback (verbal and write – using feedback forms) from playscheme users
- Attend regular supervision sessions with playscheme co-ordinator
- Take part in Mapalim CPD activities as requested by line manager
- Take part in annual appraisal
- Create and work effectively towards, a Personal Development Plan

#### Develop Relationships in the local community

- Build and develop positive working relationships with host organisation/s
- Identify suitable local organisations that the play site can work with, and forge appropriate links
- Where appropriate develop joint activities with other play projects or other local organisations (e.g. – Library)

#### Administer Provision

- Take playscheme bookings on site
- Issue and obtain receipts for monies taken
- Regulate and manage petty cash
- Complete Mapalim Financial paperwork, by cashing up each day as required to do so by line manager
- Provide parents/carers with appropriate information about the play project
- Promote the play project and encourage parents/carers to book additional days
- Maintain records of finance as required by Mapalim policies, procedures, and line management
- Ensure all records on site are fully complete, up-to-date and legible

#### Work with colleagues in a team

- Provide help, support and guidance to all team members of the project
- Lead and direct the staff at the site
- Have regular supervisions with the staff you manage
- Carry out an annual appraisal with staff you manage, as requested by your line manager
- Respond effectively to conflict in the team

#### Support children's development through the play Process

- Plan and prepare an exciting, creative, diverse and innovative play programme for the children using the centre
- Plan a weekly theme
- Document all planning and submit to line manager
- Plan a minimum of 1 week ahead of delivery
- Ensure that the staff team fully understand the plans and the activities they are required to carry out
- Provide opportunities for children to play individually, in groups, socially, with and without adults
- Ensure that children are stimulated and challenged
- Aim to extend children's experiences and creativity
- Provide opportunities for children to develop through their play
- Take part in play with children
- Bring play to an end effectively
- Run and manage the play-day

#### Contribute to positive relationships in the play setting

- Welcome children to the setting and support them settling in
- Build strong trusting relationships with the children
- Encourage positive behaviour from children, in line with Mapalim policies and procedures
- Make appropriate interventions to challenge and deal with children's negative and disruptive behaviour, in line with Mapalim policies and procedures
- Develop positive relationships with parents and carers

#### Provide a child centered environment

- Ensure the environment is setting up in an age appropriate manner and consists of a quiet area, book area, role play area, wet and dry craft/art area
- Ensure that resources and equipment are stored in a **tidy** accessible manner, which enables children to help themselves
- Provide positive images and role models of different races, cultures, backgrounds, sexual orientations

#### Manage the health and safety of the environment

- Ensure the children go home only with authorised adults
- Risk assess play activities
- Ensure daily health and safety checklists are conducted
- Ensure that all Mapalim policies and procedures are adhered to by self and staff
- Ensure appropriate levels of supervision are deployed at all times
- Help children to protect themselves from potential risky situations
- Respond to signs and indicators of abuse according to Mapalim and ACPC policies
- Respond to disclosures and other staff members concerns about abuse according to Mapalim and ACPC policies and procedures
- Respond to accidents and injuries
- Ensure there is either a weekly (holiday schemes) or termly (year-round schemes) fire drill and that all members of staff and children are aware of procedures and can follow them safely

#### Person Specification

- Reliable
- Punctual
- Extensive Experience of working with children
- Readiness to learn and develop new skills
- An solid understanding children needs and development
- Excellent team work skills and team leadership skills
- Outstanding communication skills
- Experience of managing projects and or events
- Diplomacy skills
- ICT Skills

- Delegations skills
- Excellent decision making skills
- Extensive understanding of cultural and social issues affecting children and their play
- Ability to work with children and provide advise and guidance on working with children with a range of special needs
- Adaptable and Flexible
- Supervision skills
- A qualification relevant to the job role (Must be level 3 or higher)