

## **After School Club – Play Leader Grade F**

We are looking for a motivated, experienced and enthusiastic Play Leader to run our After School Club.

**3.00pm-6.00pm Monday – Friday term time only**

The successful candidate will need to hold a recognised childcare qualification to NVQ Level 3 or equivalent.

### **You will**

- Devise, implement and deliver a stimulating and varied programme of activities which meets the physical, social, emotional and intellectual needs of the students.
- Manage and lead a staff team, including managing rotas.
- Develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child.
- Order provisions for the After-School Club.
- 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.
- Lead planning sessions with staff team including allocation of resources and liaison with parents/carers about themes as necessary.
- Reconcile and record bookings and payments using Parent Mail PMX (training will be given) and Excel spreadsheet ensuring that an up-to-date register is available to staff for clarifying spaces for last minute bookings

### **We will offer you**

- Welcoming, professional and supportive staff team
- A forward-thinking environment in which to grow and develop
- A diverse range of opportunities and challenges
- Ongoing professional development

**Closing Date: 30 September 2021**  
**Interviews: w/c 04.10.2021**

Please contact Mrs D Green at [dawn.green@coldharbour.milton-keynes.sch.uk](mailto:dawn.green@coldharbour.milton-keynes.sch.uk) or 01908 270377 for further information or an application pack.

*Cold Harbour CofE School is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment*

*We are an equal opportunities employer. The successful candidate will require an Enhanced Disclosure & Barring Service check. All applications will be subject to rigorous “safer recruitment” principles*

