



Park Academy

Stay and Play Manager

Role Profile and Person Specification

Closing date: 24 / 05 / 21

Interview date: 26 / 05 / 21



Role Profile

Job Title:	Stay and Play Manager
Department:	STEP Academy Trust
Grade Range:	FTE £21'795.00, Actual £9395.32
Hours:	17.5 hrs per week, term time only plus inset days
Location:	Park Academy
Reports to:	
Responsible for:	Play Workers
Role Purpose and Role Dimensions:	<p>Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils and in particular those in the class allocated under the duty rota.</p> <p>Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school.</p>
Commitment to Diversity:	<p>As a member of the School Team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>
Key Internal Contacts:	<ul style="list-style-type: none">▪ All staff and pupils
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ Purchasing of play materials

Key Accountabilities and Result Areas:

Support for the School

Key Elements:

This will involve:

- Purchasing of play materials within agreed budget;
- Ensuring safe, creative, appropriate play opportunities in a safe and caring environment;
- Carrying out day to day administration, record keeping, ordering and purchasing material and equipment;
- Arranging and attending meetings as appropriate;
- Understanding and adhering to the school's policy on behaviour and child protection.
- Having an understanding of the National Standards and the ability to meet to them;
- Understanding children as individuals particularly the characteristics, needs and interests of each age group;
- Valuing each child's backgrounds and experiences;
- Treating all children with sensitivity and fairness and respecting confidentiality.
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, and the area is tidied up each day. Ensure the playground equipment is used and stored properly.
- Be punctual and reliable.
- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school. Reflect with team on successes and issues of concern.
- Keep up-to-date records and an accurate register, ensuring the correct number of pupils are present.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Attend and contribute to meetings held with parents to discuss any concerns.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- 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.

Key Accountabilities and Result Areas:

Key Elements:

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Support for Pupils

This will involve:

- Provide a safe environment for pupils, including those with special needs.
- Support pupils in meal/play arrangements.
- Administering first aid as necessary and ensuring the well-being of sick children;
- Ensure the practice of reading stories or playing games.
- Ensure that pupils are safely delivered to parents and or named carers.
- Ensure that the pupils dry their hands.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Make sure that toilets are used sensibly.

Data Protection

This will involve:

- To be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Key Accountabilities and Result Areas:

Confidentiality

Key Elements:

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to the Trust's Customer Care Policy.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

Stay and Play Manager

Essential knowledge:

- NVQ Level 3 or equivalent qualification or experience.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Knowledge of food hygiene

Essential skills and abilities:

- Good numeracy/literacy skills and communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to pupils and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to manage a small team

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

This post is subject to a satisfactory enhanced DBS check