



**Cheshire Academies Trust**  
Inspiring hearts and minds

**Kelsall Primary & Nursery School**  
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Headteacher: Mrs Sarah White  
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Deputy Head: Mrs Chloe Hook

**'A Love for Learning'**

### Play Lead – Person Specification and Job Description

|                                                                               | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b><br><i>Evidenced through application/certificates</i>    | <ul style="list-style-type: none"> <li>• <b>An approved Level 3 early years qualification</b></li> <li>• Appropriate safeguarding and child protection knowledge</li> <li>• Knowledge of playworker principles</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Current Paediatric First Aid qualification</li> <li>• Relevant safeguarding training</li> <li>• Evidence of further relevant professional development</li> </ul>                                                                       |
| <b>Experience</b><br><i>Evidenced through application/interview</i>           | <ul style="list-style-type: none"> <li>• Experience of working successfully with children in an early years, primary, wraparound or similar setting</li> <li>• Experience of supporting and engaging children through play and age-appropriate activities</li> <li>• Experience of working effectively as part of a staff team</li> <li>• Experience of promoting positive behaviour and supporting children's emotional wellbeing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Experience of coordinating, guiding or supporting other members of staff</li> <li>• Experience of working with children across the primary age range, including EYFS</li> <li>• Experience of supporting children with SEND</li> </ul> |
| <b>Knowledge and skills</b><br><i>Evidenced through application/interview</i> | <ul style="list-style-type: none"> <li>• A good understanding of high-quality play provision</li> <li>• Good understanding of the needs and development of children from Nursery through to the end of primary school</li> <li>• Ability to plan and facilitate a varied range of enjoyable, creative, active and relaxing play opportunities</li> <li>• Good understanding of safeguarding, health and safety and professional responsibilities</li> <li>• Ability to establish warm, positive relationships and clear, consistent expectations for behaviour</li> <li>• Ability to organise the day-to-day provision effectively and use initiative</li> <li>• Ability to communicate expectations clearly and work constructively with colleagues</li> <li>• Good communication skills with children, families and staff</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of approaches which support children's self-regulation and emotional development</li> <li>• Knowledge of outdoor, creative or play-based approaches</li> </ul>                                                               |

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|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                                                                                       | <ul style="list-style-type: none"> <li>Understanding of inclusion and the ability to adapt provision so that all children can participate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                           |
| <b>Personal qualities</b><br><i>Evidenced through application/interview/reference</i> | <ul style="list-style-type: none"> <li>Warm, approachable and genuinely enjoys working with children</li> <li>Confident in providing positive direction and support to colleagues</li> <li>Calm, consistent and fair</li> <li>Able to build effective professional relationships and work collaboratively as part of a team</li> <li>Proactive and able to use initiative</li> <li>Organised, reliable and dependable</li> <li>Adaptable and flexible</li> <li>A positive attitude and good sense of humour</li> <li>Strong commitment to safeguarding, inclusion and the welfare of children</li> </ul> | <ul style="list-style-type: none"> <li>Enthusiasm for developing and improving play opportunities for children</li> </ul> |

## Main duties and responsibilities

### Leading the daily provision

- Prepare the club environment from 2.30pm so that the provision is organised and ready for children at the end of the school day.
- Ensure registers, collection information, staffing arrangements and any relevant medical, dietary or safeguarding information are ready for the session.
- Brief the staff team at the start of the session and help ensure that roles and responsibilities are understood.
- Coordinate the day-to-day running of the club, working alongside colleagues and providing appropriate direction and support where needed.
- Ensure staff are effectively deployed so that children are appropriately supervised, supported and engaged throughout the session.
- Maintain an awareness of required staffing ratios, including the requirements relating to children within the EYFS.
- Ensure accurate registration and collection procedures are followed and that children are released only to authorised adults.
- Support the orderly close-down of the club at the end of the session.
- Ensure the environment, equipment and resources are left appropriately organised and that necessary preparations are made for the following morning's Breakfast Club.

### Play and provision

- Work with other members of the club team to plan a varied and enjoyable programme of play opportunities and activities.
- Provide a balance of child-led and adult-supported opportunities, including creative, imaginative, physical, social, outdoor and quieter play.
- Recognise that wraparound provision should provide children with opportunities to relax, socialise and enjoy themselves before and after the school day.
- Respond to children's interests, ages and individual needs when developing the provision.
- Encourage children to make choices, develop independence, build positive relationships and grow in confidence.
- Support children's emotional wellbeing and self-regulation through calm, positive and consistent approaches.
- Adapt activities and routines appropriately to enable children with SEND or additional needs to participate fully.
- Regularly review the provision with colleagues and contribute ideas for its continued development.

## **Safeguarding, welfare and behaviour**

- Promote the safety, welfare and wellbeing of all children attending the provision.
- Follow the school's safeguarding and child protection procedures and report concerns promptly to the appropriate member of staff.
- Maintain appropriate professional boundaries and confidentiality at all times.
- Promote positive behaviour through warm relationships, clear expectations, positive role modelling and consistent approaches.
- Ensure health and safety, security, fire, emergency and first-aid procedures are understood and followed.
- Be aware of children's individual healthcare plans, allergies and dietary requirements and ensure agreed procedures are implemented.
- Ensure equipment, resources and areas used by the club are safe and report any concerns promptly.

## **Working with the staff team**

- Work positively and professionally as part of the club and wider school team.
- Provide clear guidance and support to colleagues to help maintain a consistent approach across the provision.
- Encourage good communication, teamwork and shared responsibility.
- Model high standards of professional conduct and practice.
- Address minor day-to-day operational issues appropriately and refer more significant staffing, safeguarding or operational concerns to the Headteacher or School Business Manager.
- Contribute to team meetings, supervision and appraisal processes as required.

## **Working with parents and carers**

- Build positive and professional relationships with parents and carers.
- Welcome families and communicate in a friendly, calm and professional manner.
- Share appropriate information about children's time at the club while maintaining confidentiality.
- Respond appropriately to routine queries and refer significant concerns, complaints or sensitive matters to the Headteacher or School Business Manager.
- Help ensure that families experience the club as a welcoming and well-organised part of the school.

## **Organisation and administration**

- Ensure registers and other required records are accurate and maintained appropriately.
- Support the organisation of resources, equipment and supplies for the provision.
- Assist with the organisation of snacks and food provision, ensuring relevant food hygiene and allergy procedures are followed.
- Work with the Headteacher and School Business Manager regarding staffing, resources, routines and the development of the club.
- Contribute to reviewing procedures and identifying ways in which the provision can be further improved.
- Support the positive promotion of Kelsall Club within the school community.

## **Professional responsibilities**

- Follow all relevant school policies, procedures and statutory requirements.
- Adhere to the school's Staff Code of Conduct.
- Attend relevant training and take responsibility for maintaining and developing professional knowledge and skills.
- Maintain confidentiality in relation to children, families, colleagues and school business.
- Demonstrate reliability, flexibility and a willingness to respond to the changing needs of the provision.
- Uphold the ethos, values and high standards of Kelsall Primary and Nursery School at all times.

**This job description provides an overview of the principal responsibilities of the role and is not intended to be exhaustive. The postholder may be required to undertake other reasonable duties appropriate to the role, following discussion with the Headteacher or School Business Manager.**