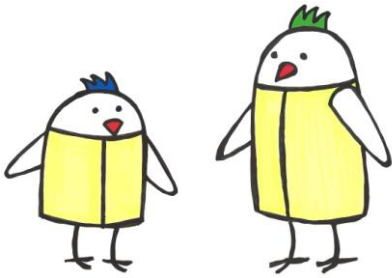


# Ashley Down After School Club and Holiday Playscheme



139 Muller Rd  
Horfield URC  
Bristol  
BS7 9RB

0117 904 0043  
info@ashleydownafterschoolclub.org.uk  
[www.ashleydownafterschoolclub.org.uk](http://www.ashleydownafterschoolclub.org.uk)

September 2019

## Deputy Play Facilitator –Information pack for candidates

Thank you for your interest in the role of Deputy Play Facilitator at Ashley Down After School Club. We hope this pack provides everything you need to know about the Club, this new role and its potential. You can also find out more about the club on our website

[www.ashleydownafterschoolclub.org.uk](http://www.ashleydownafterschoolclub.org.uk)

We look forward to receiving your application.

Julia Hogdson  
Chair of the Trustees,  
Ashley Down After School Club

## About Ashley Down After School Club

### Introduction

Ashley Down After School Club provides after school and holiday play schemes for children in the Ashley Down area of Bristol. The club is based at the United Reformed Church hall on the corner of Muller and Downend Roads.

### After School

We run two after school clubs, one based at our main site at the corner of Downend Road and Muller Road (for children attending Ashley Down Primary School Downend Road site) and our second site at the school buildings for Ashley Down Primary School, Brunel Field site.

Each day staff from the club collect children from Ashley Down Primary School (Downend Road and Brunel Field sites) and they all travel (walk from Downend Road) to their club. When children arrive at the club they have a snack and drink and then participate in a wide range of play activities. The club is open until 5.45pm (5.30 for Brunel Field) and typically has forty

Ashley Down After School Club CIO  
Horfield URC, 139 Muller Road, Horfield, Bristol BS7 9RB  
T: 0117 9040043 E: [info@ashleydownafterschoolclub.org.uk](mailto:info@ashleydownafterschoolclub.org.uk)  
Charity Number 1154025

children at our Muller Road site and up to 24 at our Brunel Field site ranging from 4 – 11 years old.

### **Holiday Play schemes**

During the school holidays and INSET days (and potentially any other days when the schools are closed), the club provides a holiday play scheme from 8.30am – 5.30pm depending on demand. The staff team plan a wide range of activities and publicise a schedule before hand. The holiday play scheme is open to all children aged 4-11 and not just those who use the after school club.

### **Governance**

The club is a registered CIO and is managed by a committee of Trustees who are elected each year at the AGM. The club is registered with OFSTED on both the Early Years and the voluntary child care registers.

### **Staffing**

The staff of the club is structured as follows:

- Play Facilitator 36 hrs per week – plans and leads play work and has overall responsibility for development of the club
- Two Deputy Play Facilitators 22.5 hrs per week – support the play facilitator in their role and leads the club in their absence.
- Play workers – part time – numbers depend on demand – work with the children attending the club and ensuring they have a safe and fun time
- Administrator – 10 hrs per week – responsible for ensuring the smooth running of the club's administration and finances

## **The application process**

### **Informal discussion**

If you would like an informal discussion about the post, you are welcome to contact Raket De Mena, our Play Facilitator, on [info@ashleydownafterschoolclub.org.uk](mailto:info@ashleydownafterschoolclub.org.uk) or 0117 904 0043(during office hours only).

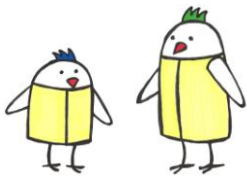
### **Applications**

To apply to join our team as the Deputy Play Facilitator, please download the attached application form and complete fully.

Please return your completed application form by email to:

[info@ashleydownafterschoolclub.org.uk](mailto:info@ashleydownafterschoolclub.org.uk) or by post to **Ashley Down After School Club, 139 Muller Road, Horfield, Bristol, BS7 9RB.**

Ashley Down After School Club CIO  
Horfield URC, 139 Muller Road, Horfield, Bristol BS7 9RB  
T: 0117 9040043 E: [info@ashleydownafterschoolclub.org.uk](mailto:info@ashleydownafterschoolclub.org.uk)  
Charity Number 1154025



# Ashley Down After School Club

## Job Description and Person Specification

<b>Post:</b>	Deputy Play Facilitator
<b>Hours:</b>	22.5 hours per week - term time only (i.e. 39 weeks per year) depending on availability plus Holiday play scheme work depending on demand.
<b>Core hours</b>	14:30 to 18:00 5 days per week (Monday to Friday), the remainder to be arranged by mutual agreement
<b>Leave entitlement;</b>	4.2 weeks per year, preferably to be taken outside of term time.
<b>Salary:</b>	£11,00 per hour
<b>Managed by:</b>	Play Facilitator
<b>Responsible for:</b>	Play Workers and Volunteers when deputising for Play Facilitator

### Job Description

#### Job Purpose

The Deputy Play Facilitator works alongside and supporting the Play Facilitator. They help to develop and maintain a stimulating play setting to encourage child-centred play. They will deputise for the Play Facilitator in her absence.

#### Job Objectives

1. To support the development, delivery and management of a high quality play facility appropriate to the individual needs of children and their families.
2. To assist in the day to day running of the club, play schemes and in service days. Creating a safe, adventurous environment for play and learning through fun that is sustainable and effectively managed.
3. To plan and work toward long term development of the Club alongside the play facilitator, staff and management team.
4. To ensure that there is a high level of effective communication between staff, parents and children.

### **Main duties and responsibilities:**

1. To work closely with the Play Facilitator and support them in the day to day running of the club, taking overall responsibility in their absence.
2. To support the Play Facilitator to develop and encourage good team working between all staff.
3. To use and maintain day-to-day recording systems for all relevant documentation, for example managing daily registers, and completing accident/incident forms, learning diaries/observations as required.
4. To assist the Play Facilitator with ensuring that the play environment, including equipment and resources, is prepared and ready for the arrival of children.
5. To enable children to engage in a range of play opportunities allowing for safe risks and challenges.
6. To develop and maintain positive relationships with children, families and other team members.
7. To engage in the planning, delivery, monitoring and evaluation of play opportunities to encourage participation and partnership with children, families and other team members.
8. To be responsible for and manage meeting the children at one of the school settings (usually Brunel Field) according to the child collection policy and to ensure that children are escorted in a safe and timely manner from the school site to the club.
9. To implement behaviour management strategies which support children's play
10. Maintain children's safety at all times during attendance at the Club and on trips, including the journey between school and the Club.
11. To take any action required to ensure the safety and welfare of children and to report any concern immediately to the Play facilitator
12. To support individual children and assess their development through play.
13. To support and develop a play environment which is inclusive for all and recognises and encourages diversity.
14. To work at all times within the agreed policies of the organisation.
15. Contribute to all relevant meetings, including from time to time attending the management committee meetings (by agreement), as well as regular staff meetings.
16. Undertake continued professional development with agreement with the play facilitator.
17. Respect the confidentiality of children and their carers as set out in the clubs policy.
18. Through discussion and agreement with the play facilitator (or in their absence the management committee), undertake any other duties that are commensurate with the level of responsibility of the post.
19. Liaise and work in partnerships with outside agencies as appropriate to the benefit of the Club, and in particular to take a lead in the day-to-day liaison with staff on the Brunel Field site of Ashley Down Primary School.

## Person Specification – Deputy Play Facilitator

	Essential	Desirable
<b>Experience</b>	<p>Achieved or working towards a relevant play work qualification recognised by Ofsted (a qualification of Level 2 standard)</p> <p>At least 2 years experience of working in a day care setting with 4-11 year olds</p> <p>Experience of preparing and organising play activities programme for children aged 4-11 years</p> <p>Some experience of supervising others</p>	<p>Achieved or working towards a relevant play work qualification recognised by Ofsted (a qualification of Level 3 standard)</p> <p>A recent first aid certificate</p> <p>Experience of working in after-school / holiday play schemes</p> <p>Experience of effectively designing and publicising programmes of activities</p> <p>Previous management responsibility in a day care setting including volunteer management</p>
<b>Knowledge &amp; Abilities</b>	<p>Ability to take overall responsibility for the preparation and running of play sessions in the play facilitator's absence.</p> <p>Be able to work as a senior member of a play work team, taking a leading role from time to time.</p> <p>Be able to manage own workload</p> <p>An understanding of the 1989 Children's Act, working knowledge of the EYFS</p> <p>An understanding of and the ability to apply the equality and diversity policy into everyday practice</p> <p>Administrative skills and able to confidently use IT packages (Word, Excel) and to present information clearly and concisely</p> <p>Can demonstrate good standard of literacy and numeracy</p> <p>Communicate effectively with parents, children, staff, carers and agencies to encourage involvement</p> <p>Knowledge of the Playwork Principles</p>	<p>The ability to be creative and to take into account different children's learning styles</p> <p>Develop, implement and review policies and procedures in line with relevant legislation / regulation</p> <p>Specific Art / craft / games / sport skills</p>