

SALTNEY SMALL STEPS PLAYGROUP AND PLAYGROUP PLUS,

JOB DESCRIPTION: PLAYGROUP PERSON IN CHARGE

RESPONSIBLE TO: The Management Committee of Saltney Small Steps Playgroup and Playgroup Plus

Key Responsibilities

- To develop and maintain a safe and stimulating play environment and to develop opportunities which encourage children's Social, Physical, Intellectual, Creative and Emotional development through play.
- To manage the provision of the playgroup ensuring that children, parents and the staff team work together to provide high quality childcare.
- To be responsible for the management of day-to-day financial operations within the playgroup, by meeting financial targets and managing the occupancy ensuring maximum capacity.
- To manage a staff team effectively.
- To agree and set playgroup goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.
- To take overall responsibility for planning and assessment.

JOB DUTIES:

Children

- Ensure the provision of a safe and stimulating play environment in which children are able to play freely
- Co-ordinate and ensure collection of children from the playgroup and the safe delivery to parents and/or named carers
- Plan, prepare and deliver activities, which meet children's individual developmental needs
- Ensure that the playgroup consistently meets the requirements set out in the Welsh Curriculum to a minimum good standard.
- Work face to face with the children registered with the playgroup
- Follow guidelines and procedures for child protection as recommended by the registering authority, CIW.
- Observe children through play to identify their individual needs and monthly aims.
- Lead and assist staff in the carrying out observations and evaluations of children's activities.
- Administer first aid as appropriate.
- Liaise with parents, schools and other agencies as appropriate
- Encourage parental involvement and support of the playgroup

Staff and Management including individual accountability

- Manage, co-ordinate and supervise the activity of playgroup staff, students and volunteers
- Ensure that all staff are aware of their areas of responsibility and to be able to clearly demonstrate an awareness of own areas of responsibility and how these are being met.
- Communicate effectively with all members of staff and be professional at all times.
- Be accountable for staffing within the playgroup ensuring that appropriate ratios of qualified to unqualified staff and children to staff are maintained.
- Liaise with the Early Entitlement team, Flying Start team and Early Years Wales as necessary.
- Be responsible for the recruitment of new members of staff ensuring that all recruitment processes comply with company policy, employment legislation and Estyn requirements.
- Maintain accurate and up to date personnel records for all employees within the playgroup.
- Ensure Playgroup Development Plan and Estyn Self Evaluation form are kept up to date and all staff are aware of this through Individual Development Plans and regular staff meetings.
- Work within the margins of confidentiality respecting information pertaining to children, parents and staff.

- Be responsible for the co-ordination of team meetings to facilitate the planning and preparation of activities
- Develop practices, which meet identified quality indicators
- Agree personal and professional targets at Performance Management in order to ensure meeting and raising of standards
- Discuss with the management committee opportunities for further professional development and attendance at courses in order to keep up to date with national and local developments.
- Prepare the playgroup for CIW and Estyn inspections and action any recommendations made by the inspector ensuring a minimum good grade is awarded.
- Manage own time to complete tasks effectively, prioritising workload and delegating tasks to management team. Monitor and evaluate progress of delegated tasks, providing constructive feedback.
- Contribute and participate in the development of new ideas.
- Keep up to date on all current childcare issues.

Administration

- Carry out day to day administration, record keeping, ordering and purchasing materials and equipment
- Maintain appropriate records, registers and reports to ensure legal and regulatory requirements are met
- Ensure records and systems are maintained as determined by the management committee
- Be responsible for the day to day financial administration of the playgroup
- Be responsible for the collection and secure handling of fees
- Work within agreed budgets as recommended by the management committee
- Ensure that any fund raising cash or petty cash is used appropriately and accurate records are maintained and submitted monthly.
- Ensure that all supplies are used with due economy.
- Ensure prior authorisation is sought for any expenditure outside set budgets.
- Keep all computer systems and records up to date and accurate at all times and to be aware of GDPR and its implications.
- Maintain children's records to a high standard with due regard to confidentiality.
- Produce regular progress reports for the management committee as necessary, including statistical analysis of occupancy and financial reports.
- Attend internal and external meetings as necessary, to ensure the successful delivery and development of the service
- Prepare and submit payroll amendments on a monthly basis ensuring a high degree of accuracy.
- Ensure that the playgroup is fully resourced with essential items to allow for full implementation of the Welsh Curriculum and Health & Safety legislation.
- Organise and conduct various fundraising activities as directed by the committee
- Ensure that all parents are fully informed about the playgroup and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- Communicate effectively with parents through a monthly newsletter informing of playgroup activities and developments.
- Ensure that all parents have signed a contract and agreed terms and conditions.
- Effectively market the playgroup in the local community utilising local events to promote the playgroup image.
- Manage and maintain the waiting list.
- Devise an action plan to ensure that occupancy levels can be maintained throughout seasonal variations.
- Maintain planning and assessment records.

Health & Safety and Legal

- Ensure that all aspects of service provision meet with the requirements of relevant legislation e.g. The Children Act 1989 and the Care Standards Act 2000
- Ensure that the playgroup conforms to and exceeds the requirements of Estyn, CIW etc
- Undertake the personal Health and Safety responsibilities within the HASAWA 1974
- Ensure that all activities are operated in accordance with Equal Opportunities Legislation and all policies as agreed by the Management Committee and implemented and maintained on a daily basis.
- Ensure that all staff are aware of their own responsibilities.
- Ensure that all security systems are fully operational and access is denied to unauthorised personnel.
- Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly.
- Bring any problems to the attention of the Responsible Persons.
- Have a clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
- Oversee all medication administration within the playgroup following medication policy.
- Operate high standards of cleanliness and hygiene within the playgroup.
- Ensure that staff carry out appropriate indoor and outdoor equipment checks.

Review Date / Right to Vary

This Job Description is as currently applies and will be reviewed regularly as part of Development and Performance Review, and may be subject to other variances. You may be required to undertake other tasks that can be reasonably assigned to you from time to time.

This Job Description is approved by the Management Committee

Date_____