

JOB DESCRIPTION

Job Title **PLAYSCHEME SUPERVISOR**

Directorate **Education and Youth**

Reports to **Play Development Officer**

1.0 Job Purpose

To work as the Play-scheme Supervisor, motivating teams of Play-workers to deliver open access play opportunities for children in Flintshire aged 5 years - 12 years.

2.0 Principle Accountabilities

- 2.1 To supervise Play-workers in order for Flintshire County Council to be able to provide quality open access play opportunities for children in Flintshire. To support and motivate Play-workers.
- 2.2 To work as part of a team of Supervisors sharing workloads and responsibilities to ensure that a well organised scheme is delivered.
- 2.3 To treat each Play-worker and child on site with equal warmth and respect.
- 2.4 To work in accordance with health and safety guidelines as instructed during training
- 2.5 To liaise with the Play-workers on site on a daily basis
- 2.6 To check all reporting procedures are maintained.
- 2.7 To check all administration procedures are operated as instructed on site
- 2.8 To deliver a programme of school visits & presentations in Flintshire in advance to promote the County Summer Playscheme Programme
- 2.9 To maintain attendance figures at each site
- 2.10 To produce reports as requested at the end of scheme
- 2.11 To maintain stock levels and records of stock at both the start and the end of the scheme
- 2.12 To record details for the local authorities Payroll section. To record and investigate absences from work and late timekeeping
- 2.13 To prepare and deliver training for Play-workers
- 2.14 To undertake any other duties as required to ensure the successful delivery of the open access play programme in Flintshire

3.0 Job Context

The post of Supervisor has been established to allow the delivery of open access play services in local communities. The County Summer playscheme programme is delivered across the County at 55+ sites working with local Town and Community Councils in partnership with the Local Authority & Welsh Assembly Government. There are approximately 100 + staff recruited in order to deliver a three - six week scheme. The Supervisors role is pivotal in terms of the communication between colleagues and the public

4.0 Contacts

Internal	Internal officers, Flintshire County Council -Issues connected to the delivery of Play-work Staff in other departments - help with local knowledge/other issues
External	Children and young people. The wider community within Towns and Communities in Flintshire Town and Community Councillors - Help with local knowledge/site visits Care Standards Inspectorate for Wales- for registered schemes

5.0 Organisation

Chief Officer Education and Youth
Senior Manager Integrated Youth Provision
Play Development Officer
Playscheme Supervisor (July - August)
Community Play Team Members (July- August)

6.0 Skills and Experience

Experience in Play-work. Able to communicate effectively with children and young people, members of the public and staff. Excellent organisational skills. Experience of dealing with the public in a polite, friendly and efficient manner. Knowledge of Health and Safety regulations with regard to children's play.

7.0 Dimensions

Finance – none
Staff – approx. 30/10 teams
Statistics - Supervising staff working with children aged between 5 -12 years in an open access play setting

PERSON SPECIFICATION

PLAYSCHEME SUPERVISOR

Job Title

Directorate

Organisational Change

Essential

Education

Proven experience in Play-work

Experience

Able to communicate effectively with children, young people, staff and the wider community
Experience of working in a team environment

Skills

Excellent organisational skills

Other

Understanding of customer care within a customer oriented service environment

Awareness of health and safety legislation

Friendly, warm, outgoing personality

Desirable

Education

Play-work qualification

Good general level of Education up to GCSE standard and above or equivalent

Experience

Experience of working with children and young people aged 5 - 15 years

Skills

Other