



Job Description

Play Development Assistant

Salary: £19,719.18 per annum

Staff benefits: 6% employers pension contribution
Enhanced holiday entitlement
Enhanced sick pay

Hours: 37.5 hours a week
Monday – Saturday. The majority of hours will be Mon – Fri but the equivalent of 26 Saturdays per year (in house) will be included (to be agreed in advance)

Location: Based at head office in Bristol with day-to-day work travelling across the southwest to schools and play sessions.
(Schools/settings within a 2-hour radius are travelled to within a day, arriving from 8.30am. Occasional further afield trips will involve overnight stays)

Purpose of job:

This is a busy and varied role, supporting Children's Scrapstore with the mentoring of adults and delivery of play opportunities to children. As part of the Play Team, you will:

- Support schools following the installation of a Scrapstore PlayPod/playwork training by mentoring lunchtime staff to facilitate quality play experiences using loose parts.
- Deliver weekly outreach 'open access' play sessions in Bristol.
- Deliver in-house play sessions in the Children's Scrapstore playroom (flexible Saturday requirement).

Much of the role is outside, all year round and in all weathers.

The role requires a first aid qualification, if you do not hold a first aid qualification, you must be willing to train.

Due to the nature of the job, a full driving license is required. To use company vehicles, applicants must be over 25 years of age and have held a full EU driving license for a minimum of 2 years for insurance purposes.

This role can be physically demanding, working in an active environment, e.g., loading/unloading of play equipment from a van and sorting out scrap in a Scrapstore PlayPod.

The role is subject to successful DBS checks and references.

Principal duties and responsibilities:

- To mentor school lunchtime staff, volunteers, community members and other enthusiasts in a range of playwork settings.
- Model good playwork practice with particular emphasis on supporting conflict resolution and a risk benefit approach.
- To establish and sustain working relationships with all stakeholders, in particular school leadership, lunchtime staff and children.
- To work in a solution focused and reflective manner, both within the team, organisation, with children and with adults you are mentoring.
- Increase confidence of lunchtime staff to develop a committed approach to play and playwork by noticing their strengths and showing empathy for challenges.
- To work with the play team to plan play sessions.
- To prepare resources needed for regular play sessions. (Keeping resources stored and maintained ready for use).
- To deliver 'open access' play sessions in the local community (for children and young people aged 2 – 18 years).
- Be professional and courteous at all times.
- To work creatively and with own initiative to find solutions to issues which arise.
- Facilitate and promote play opportunities, inclusive for all children.
- Advocate for all children's right to play.

Key duties may develop and change as developments occur.

General:

- To attend termly supervision, 6-month probation review and annual performance review.
- To report regularly to your line manager anything you think may be important.
- To be open and approachable to all the organisation's stakeholders.
- To attend and contribute to team meetings, training and reviews when required.
- To be flexible and adaptable to the needs of the organisation and its stakeholders.
- To use IT efficiently, including emails, online calendars, and database.
- To maintain systems to ensure the efficient management of information held both electronically and in manual filing systems.
- To work creatively and with own initiative to prioritise and find solutions to issues which arise.
- To always wear appropriate clothing and Children's Scrapstore uniform.
- To work outside office hours, flexible to the timings of schools/settings/sessions. Including:
 - Travelling in good time to arrive for the agreed time, which will require early mornings to work in schools/settings outside of Bristol.
 - Outreach play sessions run after school and therefore arrival back at the office could be early evening.
 - The equivalent of 26 Saturdays means working part/all day on a Saturday as part of the working week. Where hours are worked on a Saturday, the equivalent hours will be taken in lieu during Monday to Friday of that week.

Children's Scrapstore, Scrapstore House, 21 Sevier Street, St Werburghs, Bristol, BS2 9LB

Tel: 0117 908 5644 Email: enquiries@childrensscrapstore.co.uk

Website: www.childrensscrapstore.co.uk

Registered Charity No: 1008788

Ltd Company No: 2624238

VAT No: 771 1296 31

- To be able to get yourself to schools/settings/sessions in good time to start work.
- To ensure that Children's Scrapstore standards are met and that all policies and procedures are carried out at all times.
- To take part in general housekeeping duties, answering telephones, covering sickness, holidays and other common tasks.
- To undertake one-off or additional tasks, attend events and help out with other customer facing areas as may from time to time be required for the effective running and promotion of the business / charity.
- To ensure premises are left safe and secure before leaving.
- To be flexible and adaptable to the needs of the charity.

Application Deadline: 12noon on Friday 10th February 2023

Interview Date: Wednesday 22nd February 2023

Please email applications to -

Tina Hunt

Email: tina@spsplay.org

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