



Date: 02/10/22

Date for Review: 02/10/24

Recruitment

- We currently advertise for staff using school connections as well as social media networks.
- Phone call – An initial chat over the phone will be had to discuss what they are applying for and what they currently do. This will ensure that the member of staff has an up-to-date DBS and has relevant experience working with children or other applicable skills. We will discuss the vision and aims of the Playscheme for the potential candidate to understand if they match our vision.
- The candidate will be invited for a tour around one of our centres and further information provided. This will allow an informal conversation to discuss the candidate's suitability.
- The candidate will be invited for an induction day without pay. This will allow the candidate to show how they can adapt to the role and show their skillset. The candidate's DBS and qualifications will be checked. The candidate will be given information regarding The Playscheme's Staff Code of Conduct, Safeguarding and Health and Safety's policy to read.
- The candidate will then have an interview with a member of the Senior leadership team. If the senior team are on agreement to hire this applicant, we will then inform the candidate of the contract type being self-employed and the working hours. We would then ask them to have time to look over our policies, risk assessments, sign our agreement document. We will discuss a DBS with The Playscheme, First Aid training and Qualifications ready to work on the next day or camp.

Please note this is a self-employed role and personal are required to complete their own self-assessment to HMRC each year. Your UTR number will be required, taken note of and communicated to The Playscheme's accountant. Any contact with HMRC regarding tax- your details will be passed on in accordance with our Data Protection Policy. Undertaking work with the Playscheme demonstrates your compliance and acknowledgement of your duty to complete your own tax within this self-employed role.

Pay Structure

Manager – Jodie Taylor

Centre Lead – Private - £15 - £17

Lead Private - £12 - £15

Lead support - £10 – across the board – Taking charge of activities.

Support coaches – Minimum wage (dependent on age).



Apprentices – apprentice wage (dependent on age).

Volunteers- no pay.

The pay of each member of staff will be reviewed on an annual basis. We will discuss the responsibilities listed below and upon consultation with the senior management team agree on the pay scale for the following year. If a member of staff remains on the same pay scale, the senior management team will discuss relevant next steps to allow progression the following year if desired by the staff member. Please note that the staff member is expected to undertake responsibilities within the next role before being considered for pay progression.

Responsibilities

The times of this role will often span to outside the 'typical' Playscheme hours.

Centre- Lead – Phones only.

1. Overseeing the camp
2. Staff Management
3. Behaviour
4. Timetable
5. Registers
6. Paperwork (OneDrive)
7. Contact to parents
8. First aid
9. Collaborating with caterers
10. Equipment ready
11. On time
12. Advertise in 2 schools
13. Support Early & Late

Leads – Walkie/ Talkies/ Control of iPad

1. To oversee a group
2. To take registers / headcounts



3. To involve and support coaches/ apprentices / volunteers
4. Behaviour management
5. First aid – Basic
6. To report back to centre lead with any issues in the day.
7. Equipment ready
8. Planning
9. On time

Lead Support

1. To support leads throughout the day – equipment, tidying away etc.
2. To coach and lead activities throughout the day – swimming kit is essential to support during this – we now have a lifeguard and an instructor supporting.
3. Assist with behaviour management and children's welfare
4. To follow staff code of conduct

(Phones, time keeping, dress code, communication within the team, who to talk too if there's an issue to address, safeguarding.

To engage with the children during free time

(You will be given an area to take lead in, gymnastics, dance room, football, hall etc, you will ensure the safety of each side is supported in this time, you can speak to your camp lead on your strengths.)

Apprentices / Volunteers

1. Engage with children during free time and sessions
2. To learn from coaches and leads to develop into those roles
3. To support with behaviour management