

Play & Youth Services Manager

Below is an illustration of **typical pattern** of working days over the year

(note: this is an example only – the actual pattern of working days will vary from year to year)

	M	Tu	W	Th	Fri	S	Su	M	Tu	W	Th	Fri	S	Su	M	Tu	W	Th	Fri	S	Su	M	Tu	W	Th	Fri	S	Su	M	Tu	W	Th	Fri	S	Su
Jan					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Mar	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	31	31	1		
Apr						2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
May	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
June		31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1		
July						2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2		
Sept						3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2
Oct	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Nov	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2		
Dec						3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Term-time clubs	Term weeks for children & youth sessions (3 x 10-week terms per year) Manager works 35 hours a week during termtime: Monday to Friday	Days off:	weekends, Bank Hols & Christmas shutdown
Holiday playschemes	Playschemes: 31 playscheme days a year worked by the Manager, plus 2 playscheme staff training days in late July. (Note: there are also some additional playscheme days that are run by other session leaders that the PYSM does not work on).		
Planning time	The other days in the year are shown in white (14 weeks in total). These periods are for undertaking session planning & evaluation & management tasks. Also these are the periods during the year in which the manager may take their annual leave (which is 25 days leave initially, 30 days after 3 yrs' service). Up to 5 days' annual leave must be taken over the December Christmas closedown period).		