



SYLVESTRIAN

LEISURE CENTRE

JOB DESCRIPTION	
JOB TITLE	Holiday Activities Group Leader
DEPARTMENT/SECTION	Sylvestrian Leisure Centre
LINE MANAGERS	Holiday Activities Manager, Camp Manager, Camp Supervisor
SAFEGUARDING <i>"Forest School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the disclosure and Barring service. We are an equal opportunities employer."</i> The Postholder will be required to: <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Service (DBS)• Complete Child Protection Training• Promote and safeguard the welfare of all children and adolescents they are responsible for, or whom they come into contact.	
JOB SUMMARY Sylvestrian Leisure Centre is looking for a friendly, energetic, and approachable staff member to join our team who can assist in the Holiday Activities Team in delivering engaging, safe and fun activities throughout the day. Individuals who can plan, deliver and adapt activities to cater for any age group aged 4 to 16 would be perfect for this role. We would love someone who enjoys working with children, preferred experience in childcare, the ability to understand and adapt to children's needs, show empathy and good at communicating. You will need to show commitment, be confident, enthusiastic and work well under pressure. We would expect the right candidate to be a strong team player and always work for the better of the team and the business. All staff must show the ability to be a good role model by being friendly and approachable. The post holder may have an opportunity to gain a variety of training such as Paediatric First Aid and Qualifications in Childcare as well as other job opportunities within the centre or Forest School.	

KEY DUTIES AND RESPONSIBILITIES

- Ensure the Holiday Activities is operated in accordance with and conforms to all Ofsted guidelines always including its Health and Safety standards throughout the programme.
- Ensure the continued safety and security of all children using the Holiday Activities and take responsibility for users of the Holiday Activities in an emergency.
- Prepare activities for Holiday Activities users, promoting children's welfare through participation, and supervise when using Holiday Activities equipment.
- Ensure the children are returned to their parents or guardians.
- Supervise children whilst they use the toilet facilities, ensuring relevant PPE is available and maintained. (Personal Protection Equipment).
- Constantly examine all equipment, materials and areas that are used and report any defects or hazards immediately to the Holiday Activities supervisor.
- Ensure a head count is completed before and after each session. Also, when moving to and from different parts of the school
- Responsible for other group staff ensuring they are completing their tasks to a high standard.
- Leading most of the group's activities whilst complying with our Health and Safety procedures.
- Responsible for timekeeping and ensuring the group are not late to any sessions.
- Monitoring the safety of the group's activities and communicating effectively with parents and fellow members of the team to ensure the children get the best camp experience.
- Responsible for setting a good example in front of children and younger/less experienced members of staff.
- Taking initiative to complete tasks without having to be told beforehand by a manager or Supervisor.
- To ensure standards of customer care are maintained and promoted.
- Must maintain up to date knowledge of NOP's and EAP's.
- To attend ongoing training as specified by management. This will normally take place prior to an Easter or Summer Camp.
- Carry out any other duties as directed by your line manager/Camp Manager

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest school policies and procedures including Equal Opportunities and Child protection. The postholder should retain an awareness to and observe fire and health and safety regulations.

TERMS OF EMPLOYMENT

- Casual Employment contract where work will be offered on ad "ad hoc" basis.
- Will be set on an hourly wage.
- Post holder will be paid monthly.
- Post holder will be subject to our standards of conduct and rules.
- You will receive payment in respect of holidays in line with Working Time Regulations.

PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
• NVQ Level 2/3 in childcare		✓
• A valid First aid certificate by a recognised organisation		✓
EXPERIENCE:		
• 6 months experience in a similar role		✓
• Experience of leading effective communication to a team	✓	
• Experience handling difficult situations and children.	✓	
KNOWLEDGE AND SKILL:		
• Excellent communication and interpersonal skills	✓	
• Excellent organisation skills	✓	
• To use initiative and be proactive	✓	
• Professional attitude with children and colleagues	✓	
• Knowledge of Health and Safety laws	✓	
• Full Working knowledge of Ofsted		✓
ATTITUDES		
• Possess a positive attitude and approach to change and development.	✓	
• Work collaboratively and effectively with others within the team.	✓	
• Ability to work individually and with others.	✓	
• Ability to build and maintain positive, respectful relationships with customers and colleagues.	✓	
• Ability to deal with difficult situations calmly and effectively.	✓	
• Ability to be open minded and put forth any ideas to improve the facilities to the postholders line manager.	✓	
• To be extremely observant and promote safeguarding	✓	