



## **Holiday Club Leader Job Description**

### **1. Job Purpose**

To work alongside other team members to plan, organise and deliver fun, creative and exciting opportunities for children during the school holidays. These activities will be appropriate for children aged three to thirteen, and be suitable for their individual requirements. A minibuses can be provided so facilitate off site trips.

### **2. Main Responsibilities**

- Working with and leading staff team to plan, organise and deliver creative opportunities appropriate to the needs of children aged 3 to 13.
- Providing a variety of healthy refreshments (morning and afternoon snacks).
- Manage, lead and monitor the team of play workers.
- The knowledge and application of all relevant and necessary legislation.
- Providing a safe and caring environment at all times.
- Carrying out day-to-day administration and record keeping, including registers, risk assessments and accident forms.
- Knowledge of child protection and safeguarding procedures.
- Administering first aid as appropriate ensuring correct records are kept.
- Attending meetings / training courses as appropriate
- Initiating contact, building relationships and liaising with parents and families.
- Working within agreed policies and procedures, paying special attention to the school's safeguarding policies.

### **3. Qualifications required**

- Minimum NVQ Level 3 in a relevant childcare education qualification
- Level 3 Safeguarding
- Paediatric First Aid

### **4. Hours of work**

- Hours of work are between 8:30 and 5:00 during the school holidays. These times are subject to change depending on demand and availability of staff. The club runs for 5 weeks in the summer, 1 week in October half term, 1 week in December and 2 weeks in the Easter Holidays.