

ROLE PROFILE & PERSON SPECIFICATION

KIDS ACTIVITY INSTRUCTOR

1. AT A GLANCE

FOCUS	ROLE SUMMARY	REQUIREMENTS
<ul style="list-style-type: none"> • Customer satisfaction • 100% Childcare facing • Working in partnership with guardians 	<ul style="list-style-type: none"> • To be responsible for structured activities for a group of children whilst participating in activities at Rascals, Kool Crew Holiday Play scheme, Birthday Parties and any other children's activities 	<ul style="list-style-type: none"> • Qualified and trained to a minimum of a (NVQ,CACHE,BTEC 1-3) in Childcare or Playwork is desirable • A coaching qualification or a Community Sports Leaders Award is desirable • Experience of working with children from 5yrs – 12yrs

2. RESPONSIBLE TO: GENERAL MANAGER, THROUGH THE SERVICE MANAGER BRANDS / SPORTS BRANDS OFFICER /KOOL CREW LEAD

3. PRINCIPAL RESPONSIBILITIES

- Available to work Summer holidays, Half Terms, Week Ends
- To ensure that Kool Crew is a safe and fun environment built around educational sporting and varied activities
- To ensure that a child has a safe and stimulating experience whilst using Rascals
- To ensure that birthday parties meet the expectations of the birthday child and their guests.

4. SPECIFICALLY

4.1 Customer

- Maintain a good and positive image of the Centre to customers and the public generally by providing a welcoming, helpful and professional service
- To comply with the commitments outlined in the 'Customer Charter', ensuring that standards are maintained as stipulated
- To meet the needs and requirements of all ages and abilities of children that wish to take part in activities at the centre
- To ensure that correct registration , signing in and out procedures are followed
- To ensure that the child/children are welcomed into a warm and stimulating environment
- To provide appropriate feedback to guardians as required
- To ensure that customers are aware of the programme available in the centre and to actively promote these activities.

4.2 Kool Crew

- To have full working knowledge of the Brand.
- To understand and follow all the policies and procedures contained within the Brand
- To have knowledge of legal requirements as required by Ofsted
- To ensure relevant administration procedures are completed including registration forms, day registers, swimming registers and daily plans
- To ensure all confidential records are securely stored
- To report and complete relevant log books and take required action
- To deliver activities to the standard set within the Brand to ensure a consistent approach throughout all the centres
- To ensure the any relevant information is reported to the Kool Crew lead
- To ensure that all toys and equipment are checked and cleaned as per the cleaning matrix
- To encourage children to take part in weekly themed creativity which they can then take home.

4.3 Rascals

- To ensure relevant administration procedures are completed including registration forms, day registers and daily plans
- To report and complete relevant log books and first aid forms and take required action
- To ensure that all equipment is checked and cleaned as per the cleaning matrix
- To ensure that children are correctly tagged
- To encourage guardians to take a supervisory role of their child
- To ensure that food and drink is kept out of the Rascals area
- To plan and supervise crafty kids sessions
- To ensure opening and closing procedures are followed
- To ensure that any accidents/incidents are reported to the manager on duty.

4.4 Birthday Parties

- To ensure that children and guardians are greeted at the meeting point
- To ensure that the birthday child is made to feel special
- To organise activities according to the party theme
- To ensure that all guests are safe and having a fun time
- To ensure an adequate number of parents are present to assume duty of care
- To ensure that party packs are available
- To ensure and accidents/incidents are reported to the manager on duty
- To ensure that equipment is set up safely in advance of the party
- To ensure that all equipment is correctly and safely stored
- Where applicable escort the party guests to the food area and supervise
- To ensure that the food area is left clean and tidy for the next party

4.5 All Brands

- Assist with promotion and outreach activities including school fares, school assemblies and fun days
- To deliver the above Brands in a fair and equitable manner
- To be accountable for results of both internal and external Audits.

4.6 Revenue Protection

- To ensure correct booking procedures are used and receipts collected when necessary
- To ensure all equipment is correctly and safely stored
- To help deliver the centres outreach plans.

4.7 Personal Development

- To ensure that all necessary qualifications for the post are maintained and renewed
- To safeguarding children training is current
- Asst. KAI's working in Rascals will be required to attend ROSPA training as required
- Asst. KAI's working in Kool Crew will be required to attend the Health and Fitness annual Kool Crew training day
- To attend meetings and training as required by the General Manager
- Fully participate and engage in on-going assessment of performance

4.8 Other

- To carry out all duties with due regard for Health and Safety requirements and regulations
- To attend Fire and Evacuation training as required by the General Manager
- To act in accordance with, and actively promote, GLL's policies and standards
- To undertake any other duties commensurate with the post's level of responsibility.

5. PERSON SPECIFICATION

THE AIM OF GLL IS TO RECRUIT PEOPLE NOT JUST FOR JOBS BUT FOR LONG TERM CAREERS. WE WANT "BETTER PEOPLE" WITH THE RIGHT GLL BEHAVIOURS TO SUPPORT OUR BUSINESS AND WHO WILL GROW WITH US AND "ACHIEVE MORE"

FOR THESE REASONS, WE LOOK FOR EVIDENCE OF THE FOLLOWING BEHAVIOURS IN ALL POTENTIAL AND EXISTING STAFF LOOKING FOR APPOINTMENTS OR PROMOTIONS:

BELIEVE

- Demonstrates self-belief
- Shows integrity
- Committed to service excellence
- Engages with 4 pillar values

ACT

- Continuously developing
- Results driven
- Positive 'can-do' attitude

- Makes a difference

ENGAGE

- Team player
- Great communicator
- Leads and inspires others
- Cares about our communities

The Job demands the following blend of knowledge, skills, experience and behaviour (all are essential, unless shown otherwise, and will be assessed by Application Form and / or Interview / Assessment):

5.1 Skills

- The ability to effectively deliver high quality childcare
- The ability to deal with children and their guardians regarding any queries and concerns with tact and sensitivity
- The ability to work as part of a team
- The ability to work under pressure
- Good written and verbal communication skills
- The ability to effectively promote Kool Crew, Rascals and Birthday Parties.

5.2 Knowledge

- Appropriate professional qualifications (as shown in 'at a glance')
- Good understanding of the characteristics and qualities that guardians expect from a childcare provision
- Knowledge of Ofsted legislation (Kool Crew only).
- Knowledge of Health and Safety legislation (Kool Crew only)
- Understanding of the Ofsted National Standards (Kool Crew only).

5.3 Experience

- Experience of working with children under 12 years of age
- Experience of working with small groups of children.

5.4 Behaviours

- Approachable yet firm
- Pleasant, friendly and outgoing manner
- To encourage with appropriate use of praise
- Motivational approach with children
- Reliable and committed
- Imaginative and creative
- Positive role model
- A dynamic individual with a 'can do', results driven approach and attitude

- An appreciation of, and commitment to, the distinctive culture and philosophy of the organisation
- Demonstrates trust, openness and respect in dealings with people
- Flexible approach to tasks and workload.

5.5 Other

- Asst. KAI's in Kool Crew to start at 7.45am.
- Ability to work through the school holidays and weekends.
- Willing to take on additional training.
- To be successful in this post GLL will need to obtain an Enhanced CRB check and two professional references.
- Society Member (internal candidates only)