

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job Title	Holiday Club Coordinator
Responsible to	Holiday Club Manager
Department	CCSL
Purpose of job and primary objectives	<ul style="list-style-type: none"> ● Coordinators are responsible for the planning, organising and delivery of our Kids' Club (school years 4-8) and Juniors Holiday Club (Reception-Year 3) programmes to children under the supervision and guidance of the Holiday Club Manager. ● Leading safe, age appropriate play opportunities and sessions of sport, drama, arts & crafts activities for children.
Duties	<ul style="list-style-type: none"> ● Plan and ensure efficient delivery of a high quality, balanced, lively and imaginative daily programme of play opportunities appropriate for the age of the children present and which has a wide variety of inclusive activities catering for all abilities and interests. ● Liaise with the setting Managers regarding use of facilities for activities. ● Together with the setting Manager, lead and direct a team of Playworkers. ● Assign staff on the day to various activities and responsibilities, giving due regard to the various strengths and experiences of each individual. ● In conjunction with the setting Manager, oversee delivery of all sessions. ● Ensure the programme is delivered according to the standards as laid out in the staff manual and make sure that activities/sessions run accurately to time. ● Responsible for the daily registration processes that include communicating and liaising with parents, carers and other colleagues where necessary.

- Communicate effectively with parents, children and staff, ensuring that everyone is clear about expectations, the manner in which the setting operates and the content of each daily programme.
- To deal with all confidential matters with discretion.
- Encourage fair, caring behaviour, independence and self-esteem amongst children.
- Deal effectively, appropriately and consistently with discipline/any problem behaviours and ensure parents are suitably informed with accurate feedback.
- Be prepared to give guidance and support to fellow staff members regarding discipline and expected standards of behaviour.
- Be sufficiently flexible to deal with unexpected situations.
- Actively promote learning through Play.
- Participate in meetings with the other members of the team as and when required to ensure the smooth running of all aspects of Holiday Club.
- There may be the opportunity to work in the Summer Language School, facilitating play opportunities and organising varied activities to the International students who reside in the boarding houses during their visit in the Summer holiday.
- Administrative duties as required.
- Any other reasonable or appropriate duties commensurate with the post.

Equal Opportunities

- Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding

- Maintain and up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

Health and Safety

- Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particularly with regard to the recruitment and retention of staff.

	<p>Professional Development</p> <ul style="list-style-type: none"> ● Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	
Supervisory and managerial responsibilities	Lead and support Playworker colleagues during operational periods.	
Special working conditions	None	

Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Key Qualifications	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Completed or working towards a child related qualification or sports coaching award <p><u>Desirable:</u></p>	
Knowledge required	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ● How to be organised, efficient, flexible and able to work in a large, fast-paced and often challenging Holiday Club environment. ● Experience of looking after children, particularly in a Play setting ● Experience of supervising colleagues as part of a staff team ● Experience of organising and running games/activities. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Experience in dealing with parents and or customer service experience. 	
Skills required	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Excellent leadership, organisational, communication and interpersonal skills ● Ability to engage with children in a fun, enjoyable and appropriate manner ● Ability to work efficiently as part of a vibrant team 	

	<ul style="list-style-type: none"> Ability to work effectively and accurately under pressure <p><u>Desirable:</u></p>	
Attitude and Personality	<ul style="list-style-type: none"> A responsible and caring attitude combined with a calm, patient and tolerant manner. 	

This job description is a brief and concise description of the above job.