



JOB DESCRIPTION

Job Title: Playscheme Supervisor

Location: Danes Camp Leisure Centre, Lings Forum Leisure Centre, Duston Sports Centre

Salary: £9 per hour

Responsible To: Health & Wellbeing Development Team, Leisure Centre Manager on Duty

Responsible For: Playscheme Assistant & volunteers

Benefits: Free Trilogy Gym membership, swimming, and fitness classes (booking restrictions may apply). For a full list of benefits please see our website.

MAIN PURPOSE OF THE ROLE

You will be responsible for providing high quality childcare for children aged 5- 13 years on our Trilogy Holiday Playscheme. You will ensure that children are cared for in a fun and safe environment and be able to build strong relationships with both children and parents.

You must ensure that you understand and carry out all standards as set by Ofsted, and detailed in our Employee Handbook, including maintaining staff to child ratios at all times. Full compliance with Health & Safety legislation and Leisure Centre Normal Operating Procedures (N.O.P's) is mandatory in all areas of work.

The post holder will be responsible for managing and leading a team of Playscheme Assistants and volunteers.

MAIN DUTIES

- To provide and lead on a variety of children's activities including, sports, play and arts.
- To ensure staff and children's safety and behaviour is maintained at all times
- To understand and comply with the Northampton Leisure Trust's Safeguarding Policy
- To ensure implementation of all procedures from the Employee Handbook including the reporting of all accidents and incidents.
- To be responsible for signing children in and out of the scheme as per N.O.P's.

- To ensure all information held on children is correct and current, including contact details and medical information, and that information is kept safe at all times
- To ensure that settings are left in a tidy, clean and acceptable manner at the end of each working day
- To ensure communication between Supervisor, Leisure Centre operations / management team, Health & Wellbeing Development Team, and customers is maintained at all times
- To attend team meetings and training as required
- Undertake any other duties commensurate with the post's level of responsibility

STANDARDS

- Develop a culture of excellence
- To act in accordance with, and positively promote, NLT's policies and standards
- Ensure all customers receive the highest level of service at all times
- Value and take ownership for customer satisfaction
- Keep up to date with all facility programmes and products in order to ensure you provide the latest information to customers
- Continually look to improve the quality of the service we provide
- To carry out duties with due regard for Health & Safety Requirements and Regulations, ensuring Safety is your highest priority. Report any concerns/issues immediately.
- To represent Northampton Leisure Trust, Health & Wellbeing Development Team at all times in a responsible, professional and courteous manner.

JOB DEMANDS

Emotional Demands

- This role requires contact with children or young people and therefore is subject to an Enhanced Disclosure and Barring Service (DBS) check. Our policy is to use the Disclosure and Barring Service to verify that the responses provided to the exempted questions are full and correct.
- Required to deal with customer enquiries, complaints and concerns and relay the information on to a member of the Health & Wellbeing Development Team.
- Appreciate the needs of diverse community groups including customers with physical and mental disabilities
- A commitment to equality/diversity in both the delivery of services. Demonstrate awareness/understanding of equal opportunities and other peoples behavioural, physical, social and welfare needs.

Physical Demands

- Involves some lifting and carrying of equipment
- The post holder is required to be physically fit and healthy
- Required to administer first aid as required and to maintain qualification
- Ability to travel to various settings across Northampton

PERSON SPECIFICATION

	Essential/Desirable?	
EXERIENCE / KNOWLEDGE / QUALIFICATIONS	E	D
To have at least 2 years' experience of working with children and young people	✓	
To have experience of planning and delivering sport or play activities	✓	
Hold a level 2 qualification in Childcare, Playwork, Early Years, Teaching, Sports Coaching		✓
To have an understanding of Equality and Diversity	✓	
To have an understanding of Health and Safety including risk assessments	✓	
To have an understanding of Ofsted and their role in inspecting childcare services	✓	
Knowledge and understanding of safeguarding and best practice	✓	
SKILLS	E	D
To hold a first aid qualification suitable for working with children (Paediatric)		✓
Excellent customer care skills	✓	
Able to communicate clearly and effectively	✓	
Ability to act on own initiative or as part of a team	✓	

BEHAVIOURS	E	D
Demonstrates trust, openness and respect in dealing with people	✓	
A dynamic performance driven individual with a 'can do', results focused approach and attitude	✓	
Flexible approach to tasks and workload	✓	
OTHER	E	D
Willingness to travel between all NLT sites	✓	
Commitment to continuous professional development and willingness to undertake training where necessary	✓	
Understanding of and commitment to equality and diversity	✓	
Willingness to undertake a DBS check.	✓	
To act in a professional manner and to have a professional appearance at all times.	✓	
To be able to lead a team of casual staff and volunteers	✓	