

Job Description - Holiday School Site Lead



Job Title:	Holiday School Site Lead
Responsible to:	CEO/Curriculum Innovation Manager
Responsible for:	N/A
Payscale :	£11.87 per hour/point12
Contract :	10 hours = Full day In addition ½ hour paid each day for planning, resourcing and cleaning in liaison with Holiday School Worker. A further 8 hours will be paid for planning and preparation work prior to the start of the Holiday School.

Job Purpose

To work with CMAT central to follow the franchise framework and facilitate the ESCape Holiday School Site with a provision of childcare, play and educational activities.

Duties and Responsibilities

To take responsibility to deliver a programme of activities, including craft, sports, storytelling, games and play in collaboration with the Holiday School Worker.

To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.

To ensure that children's records and files are processed and maintained.

To plan and buy breakfast, snacks and lunch that comply with school food standards.

In consultation with other site leads to be named visit lead if required when accompanying children on the weekly day trip that will be planned by CMAT central.

To co-deliver the sports day and outdoors day and plan and resource two creative days within the agreed budget.

Ensure that preparations are completed for the following day's activities, including administration tasks and anything else that is needed, ensuring the site is clean, tidy and hygienic ready for the next day.

Instigate meeting with school link to discuss:

- Registers
- School resources linked to the plans and a bank of available everyday resources e.g lego, jigsaws etc
- Consumables e.g cleaning equipment etc
- GDPR storage
- Site security

To work alongside Holiday School worker and direct when necessary.

Ensure that there are adequate staffing levels for each session and any additional needs are taken into account.

To ensure that the non-negotiable expectations described in the franchise framework is adhered to.

To ensure that you attend the applicable training provided by CMAT and you maintain and make referrals where appropriate to include Safeguarding and Health & Safety and ensure that children's records and files are processed and maintained.

To monitor online bookings with particular attention to registers, spaces available and additional needs and liaise with Academy Heads in terms of Pupil Premium places.

To ensure that registers are checked and updated daily and that the signing in and out procedures are strictly adhered to with children leaving the group only with an authorised adult.

To be responsible for ensuring health and safety, including monitoring and checking equipment, ensuring safe play, recording of accidents and following evacuation procedures and the critical incident plan.

To liaise directly with parents or carers regarding new children, any developments in relation to children in the club, and forwarding any queries to Nigel Shaddick during school closure periods and to CMAT Central during term time.

To support in settling in new children, monitoring the children throughout the day and dealing with any problems that may arise.

PERSON SPECIFICATION

Knowledge

Understanding of child development and the role of play and other activities

Understanding of the relevance of childcare legislation

Understanding of the principles of staff supervision

Understanding of health and safety and welfare issues within a childcare environment

Good knowledge of first aid and experience of administering medication in accordance with school guidelines

Experience

Previous experience of providing care and activities within a childcare, play or educational environment.

Skills/Abilities

Excellent interpersonal skills, including ability to develop effective relationships with children and their parents

Good organisational/planning skills in order to implement the programme of activities

Ability adapt to support pupils depending on their age/ability and guide them on the best way to handle situations.

Ability to recognise and resolve or report problems

Ability to create a positive environment, encouraging children to participate and complete tasks.

Basic First Aid

Food Hygiene

Awareness of Health & Safety procedures

Own transport essential – may be required to drive mini bus on occasion

Where together excellence and pupils thrive