



## JOB DESCRIPTION

### CHILDREN'S ACTIVITIES SUPERVISOR

### BSS LEISURE SERVICES

#### MAIN PURPOSE OF JOB:

To supervise and lead on the effective delivery of a high quality Children's Activities brand for BSS Leisure Services, accepting responsibility for doing so in a safe environment and an acceptable manner.

#### MAIN DUTIES:

##### Relationships

1. To establish and maintain liaison with local, regional and national agencies with respect to the delivery of the Children's Activities brand.
2. To liaise with the local community, schools, clubs and all partnerships to ensure the effective and efficient delivery of the children's activities programme.

##### Responsibilities

3. To deliver the children's activities provision for BSS Leisure Services including term time and holiday programmes for children.
4. Increase the children's participation opportunities to cover all age ranges and promote the children's activity brand to a wider audience resulting in increased revenue. This will include the development of all marketing, publicity and promotion material in line with the BSS Leisure Services marketing policy.
5. Ensure that all sessions provided are compliant with all best practices governed by the relevant sporting body and Ofsted.
6. To work with the Assistant Leisure Services Manager in recruiting, leading and supervising the children's activities staff including Level 1 and Level 2 coaches and volunteers.
7. Coordinate continued professional development opportunities for the children's activities staff ensuring professional standards are met and maintained in line with the ALSM.
8. Lead in the organisation of any key events linked to the programme.
9. Plan, monitor and evaluate all children activity lessons (including monitoring staff) and manage the children's activities brand administration to a high standard in preparation for quality visits.
10. To co-ordinate the children's activities syllabus and scheme of works in conjunction with the activities lead coach in line with the LTAD.
11. Prepare regular reports regarding the children's activities programme and be prepared to feedback to a variety of audiences.
12. Liaise with Sport England Association regarding the development of the sporting programmes.
13. Achieve and maintain a high quality mark for the brand.
14. Ensure all children's activity equipment is logged on an inventory and checked regularly.
15. Ensure effective and efficient service delivery through sound leadership, team work and effective communication methods.
16. To deliver high quality, safe and well-structured lessons to a variety of different ability groups.
17. To communicate with all colleagues to ensure the successful delivery of the teaching programme.
18. To establish and maintain excellent relationships with all pupils and parents/guardians and to be the point of contact for all children's activities enquiry's.
19. To communicate with customers and pupils from wide ranging age groups and abilities and also be able to recognise and develop the ability of such pupils.
20. To set up and chair a regular children's activity meeting throughout the year as required.
21. To promote merchandise sales and merchandise orders.
22. To undertake continual professional development training.

23. To co-ordinate health and safety measurements for the brand activities to ensure activity is undertaken in a safe and enjoyable environment in conjunction with the Assistant Leisure Services Manager.
24. To actively promote BSS Leisure Services vision strategy by supporting all areas of the operation.
25. Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
26. To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
27. To carry out other duties as required by the Assistant Leisure Services Manager and Leisure Services Manager.

Additional Comments

The post holder will have extensive contact with the general public and will be expected to portray a professional image of themselves and the organisation.

The post holder will carry out an important function in service delivery and must ensure duties are carried out effectively and efficiently at all times.



**PERSON SPECIFICATION**

**CHILDREN'S ACTIVITIES SUPERVISOR**

**BSS LEISURE SERVICES**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
Level 2 sports qualification (any field)	Essential	Application Form
Grade A-D in English and Mathematics	Essential	Application Form
Swim Teaching Level 1 and/or Level 2	Desirable	Application Form
Lifeguard Qualification	Desirable	Application Form
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Experience coordinating a children's activities programme	Desirable	Interview & Application
Experience delivering multiple sporting activities (football, tennis, multisport)	Essential	Interview & Application
Experience delivering children's parties	Desirable	Interview & Application
Knowledge of performance arts / musical theatre	Desirable	Interview & Application
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Fun and bubbly personality	Essential	Interview & Reference
Well organised	Essential	Interview & Reference
Caring and kind especially in relation to children	Essential	Interview & Reference



## TERMS AND CONDITIONS

### CHILDREN'S ACTIVITIES SUPERVISOR

#### BSS LEISURE SERVICES

#### SALARY

The salary will be between point 2 and point 5 (£17,711 and £18,795) on the Bolton School Support Staff Pay scale. Increments will be based on performance which will be reviewed annually.

#### HOURS OF WORK

37 hours per week, to be worked between Monday and Sunday. The normal hours of work will be on a shift basis between 8.00am and 10.30pm with a 30 minute unpaid lunch break per day.

#### HOLIDAY

20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays.

#### LINE MANAGEMENT

Leisure Services Manager / Assistant Leisure Services Manager

#### PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9% (increasing to 10% from September 2019). If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 3% (increasing to 5% from September 2019). Further details are available upon appointment.

#### OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children and that they have not been disqualified by association, i.e. others in their household are disqualified, will be required.

The successful applicant will be required to complete a six month probationary period.