

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years and Young People
<b>DEPARTMENT:</b>	Oldcastle Primary School
<b>POST:</b>	Children's Activity Co-ordinator
<b>GRADE OF POST:</b>	GR02
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

To co-ordinate the operation of programmes of children's activities whilst making best use of staff and other resources to provide high quality play, recreational and creative activities to children and young people.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To ensure that venues and the programmes of activities are safe and appropriate, and that Health and Safety legislation is complied with.
- To be competent in the delivery of activities, having a clear understanding of operational procedures and your personal responsibilities.
- To plan and implement programmes of activities that are safe but interesting for a range of children and young people.
- To ensure that projects and activity programmes are monitored in terms of data required to measure performance (i.e. attendance, costs etc.).
- To participate in training and development activities that enhance competence with play, recreation and creative activities or general co-ordination and supervisory skills.

### **GENERAL DUTIES**

#### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the School's Health and Safety Policy

#### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

#### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

#### **Review and Right to Vary**



This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Criminal Records Check**

Applicants should note that a criminal records check by the Disclosure & Barring Service (DBS) will be necessary for the successful applicant.

## Person Specification

### Children's Activity Co-ordinator

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• Basic First Aid.</li> <li>• Knowledge of Child Protection Training.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supervising children (aged 3 to 11 years) within and/or outside of a structured setting.</li> <li>• Experience of working in sport and recreation, arts &amp; creative activities with children.</li> <li>• Experience/knowledge of the importance of children's activities.</li> </ul>	<p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to provide activities and games.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to communicate clearly and effectively with both colleagues, children and parents/carers.</li> <li>• The ability to greet customers through the medium of Welsh is a requirement for this post.</li> </ul>	<p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.