

# Fairstead House

## Job Description – Holiday Club Leader

We seek to appoint a well organised and efficient person to lead our Holiday Club, which runs over the school holidays and half-terms for children aged between 4 and 11 years old.

The Holiday Club Leader is responsible for planning, organising the delivering a varied and exciting daily programme to the children.

The successful candidate will:

- have knowledge and experience of leading activities such as sports, drama, arts and crafts, cookery and miscellaneous games;
- plan and ensure efficient delivery of a high quality, balanced, lively and imaginative daily programme of inclusive activities appropriate for the age of the children;
- have experience of working within a school or childcare setting;
- have excellent organisational, leadership and communication skills;
- have high standards of good practice and deal with any problems swiftly and appropriately;
- have a good understanding of health and safety and its implications with regards to running activities;
- communicate effectively with parents and children.

The hours of work are from 7.30am – 6.00pm from Mondays to Fridays. The Holiday Club Leader will be expected to offer full commitment to the position for the duration of the holiday.