

## **NUNEATON & BEDWORTH LEISURE TRUST ROLE DESCRIPTION**

<b>Role Title:</b>	Little Monsters Supervisor
<b>Primary Location:</b>	Arden Forest Infant School / St James C of E Academy / Our Lady & St Joseph Catholic Academy / Goodyers End Primary School
<b>Responsible to:</b>	Child Services Manager

### **JOB PURPOSE**

- To be responsible for the operation of a safe and stimulating Playcare site. Organising an exciting range of activities including arts and crafts, games, sporting activities and reading.
- Supervising a team of assistants ensuring that they provide a balanced programme of activities for children aged 4 – 11 years.
- Undertaking all relevant administration regarding Health and Safety, bookings, stock control and finance.

### **NBLT STANDARDS**

**All employees are required to apply the NBLT standards in their role.**

1. To assist in delivering NBLT's Business Plan and performance targets.
2. To adhere to all NBLT policies and operating procedures.
3. To assist in fostering a creative and open environment within the Trust, where employees feel supported, involved and consulted sharing information with others, showing mutual respect.
4. To respond positively to change, trying out new ideas, where possible making use of the technology available to improve service delivery.
5. To ensure that the highest level of customer service is provided and that customer satisfaction is maintained. This includes:
  - (a) Treat customers better than they would expect to be treated themselves;
  - (b) Always approach the customer in a friendly and professional manner. Welcome them with a smile; be helpful and informative;
  - (c) Ensure you, your area and your site are always presentable.
6. As well as point 5 above, to act at all times in accordance with the Standards for your particular area of work.

7. To carry out all the work within the spirit and intention of equal opportunities.
8. To work in accordance with the Health and Safety at Work etc. Act 1974.
9. To undertake personal development commensurate with the duties and responsibilities and development of the role.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. To organise the planning of daily and weekly activity programmes in consultation with other members of the team.
2. Supervising a team of assistants ensuring they deliver a stimulating well balanced range of activities.
3. Supervise children on the scheme ensuring their safety at all times.
4. Ensure all children are enrolled, registered and accounted for according to the scheme procedure.
5. To be responsible for the collection of cash on site generated from any bookings.
6. To keep Playcare site records and administration up-to-date.
7. Maintain the adequate supervision of children at all times ensuring that no damage occurs to the building.
8. Make sure the building is left clean and tidy at the end of each day.
9. Dealing with enquiries from parents and guardians
10. Administer First Aid in the event of an accident
11. Work as part of a team.
12. Wear a uniform and ID Badge at all times.

### **SPECIAL CONDITIONS:**

1. Enhanced DBS Check

<b>PREPARED BY:</b>	Schools & Sporting Services Manager
<b>DATE PREPARED:</b>	25 <sup>th</sup> April 2019
<b>AGREED BY POSTHOLDER:</b>	

### **Review Arrangements**

**The details contained in this role description reflect the content of the role at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, NBLT will expect to review this role description from time to time and will consult with the post-holder at the appropriate time.**

**V5/Dec/10**

# Person Specification

## Little Monsters Playcare Supervisor

### NOTE TO APPLICANTS

Whilst all criteria on the specification are important, those marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence and examples of meeting them. Failure to do so may mean that you will not be invited for interview.

Category	E/D	Criteria Indicate E (Essential) or D (Desirable)	Method of assessment
<b>Experience</b>	E	Experience of caring for or teaching children aged 4 -11 years.	2 & 4
	E	Experience of working with groups of children with different abilities.	2 & 4
	E	Experience of working in a day care setting or similar	2 & 4
	E	Experience of planning and organising activities for the specified age group.	2 & 4
	E	Experience of supervising Staff	2 & 4
	D	Experience of cash handling	2 & 4
<b>Qualifications/ Attainments</b>	E	Minimum NVQ Level 3 in Child Care for OFSTED settings. NVQ Level 2 for others.	2 & 5
	E	Paediatric First Aid Certificate	2 & 5
	D	Management /Supervisory Qualifications	2 & 5
<b>Knowledge, Skills and Abilities</b>	E	Be able to demonstrate a knowledge of games/activities for children aged 4 – 11 years.	2 & 4
	E	Experience of supporting children with reading exercises.	2 & 4
	E	Experience and ability of organising a wide variety of activities for children.	2 & 4
	D	Ability to use Microsoft packages.	2 & 4
<b>Personal Qualities</b>	E	High degree of motivation and personal enthusiasm.	2 & 4
	E	Ability to work on own initiative as well as within a team.	2 & 4
	E	Have a positive attitude and be adaptable to change.	2 & 4

<b>Other Factors</b>	E	Subject to an Enhanced DBS check	5
	E	Must have an excellent attendance record	5

Method of Assessment

1= test (psychometric, pool, practical)

2= application form

3= exercise (computer, in-tray, written)

4= interview

5= documentary evidence (e.g. certificates, references, portfolio)

6= presentation

V2/JAN/08