



The Adventure Starts Here ...



ACTIVITY LEADER JOB ROLE:

- Plan delivery of programmes, activities and actions effectively using Let's Leap systems and materials
- Motivating and inspiring children aged from 3 up to 11 years of age
- Engaging and liaising with parents and teachers regarding the progress of their children's activity and ensure clients receive the best possible service
- Ensure the health and safety of children, clients and team at all times
- Make sure that you, the site and team are compliant with all policies and procedures
- Ensure activity areas and walkways/access points are clear and safe for parents, staff & children
- Ensure first aid is administered effectively (when appropriate qualification has been completed)
- Supervise children who require the toilet in line with policies & procedures
- Ensure your documentation is on site in line with compliance/OFSTED requirements
- Maintain knowledge of Let's Leap policies & procedures and implement them where appropriate
- Supervise children while they are eating effectively and support children where required
- Prepare & serve food in line with standardised menu and policies & procedures
- Tidy away food and clean up (washing dishes, sweeping floor, wiping tables, etc.)
- Carry out promotional work or promote services to parents/children



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