



Peak 2020 – At the Movies

Role Description – **Child Care Team Leader**

Summary:

To recruit and supervise a team to provide appropriate day care programme and activities for children of Peak Staff aged 2-10 years.

This person will be responsible to and supported by the Staff Services Manager and PASS * Director (*Peak Admin and Staff Services).

Skills required:

1. Appropriate qualification for childcare/kids club provision
2. Ability to manage a team and communicate with the age range
3. Knowledge of health, safety and safe-guarding requirements for provision of a kid's activity club on a green field site.

Responsibilities

1. To recruit, lead and supervise an appropriately qualified team for 3 age groups:
2-4 years 5-7 years 8-10 years .
2. To provide appropriate role descriptions for the team
3. To create a theme-based programme of activities for the relevant age groups
4. To source and purchase, when necessary, relevant materials and equipment within the allocated budget.
5. To claim appropriate expenses in line with Peak processes.
6. To liaise closely with Staff Bookings team and any other Peak Teams, as necessary.
(e.g. Site services + Infrastructure)
7. To update the Staff Services Manager and PASS Director regularly
9. To provide appropriate Risk Assessments relevant to the area.
10. To ensure that your team undergoes mandatory safety training and any other training appropriate to their role.
11. To provide a review/assessment of the Childcare provision after the event