



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Summer Assistant (Active Communities)

Grade: NNCBAND01 - £13.26 - £13.47 per hour

Reports to: Active Communities Officer

Responsible for: N/A

Directorate and Service area: Public Health – Communities and Leisure – Leisure Services

Fixed term contract from July / August

Part time - 25 hours per week

APPLICANTS MUST BE 17 YEARS OLD OR OVER TO BE OFSTED COMPLIANT

Purpose of the job

To undertake duties within the Active Communities Team summer holiday programmes, with a primary focus on the SPLAT holiday club.

To ensure the safety and wellbeing of all participants at all times.

Roles may include (the list is not exhaustive) – SPLAT holiday club, Active Communities events or activity sessions.

Principal responsibilities

1. Undertake daily and associated duties as specified in the Normal Operating Procedures and Emergency Action Plans within the service area and associated facilities.
2. Ensure an excellent standard of customer care is implemented and maintained in line with the Customer Care Policy and Customer Service Standards.
3. Assist in the operation of Active Communities holiday schemes which will include SPLAT holiday club and community events or activities.
4. Set up and demonstrate use of sports, crafts and/or basic food preparation equipment.
5. Ensure the wellbeing and safety of themselves and all others affected by their work as a priority and that H&S procedures and policies are strictly followed and adhered to.
6. To assist Summer Leaders to deliver the SPLAT holiday club and/or assist at other sessions or events as directed by line-manager.
7. Ensure safeguarding procedures are followed and any concerns raised through the appropriate channels.

8. Carry out all cleaning and tidying of activity areas at the end of sessions.
9. Ensure the general safety and behaviour of children and young people to prevent injury, misuse and damage to equipment.
10. Positively represent the Active Communities team while undertaking all duties.
11. Undertake necessary basic training as required.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioral, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If there are any other special features of the job that need to be in the job description, please indicate them here.

The post holder may be required to work at a number of locations across North Northamptonshire to support events or activities.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none">– Good standard of Education (Maths and English)	<ul style="list-style-type: none">– A First Aid Certificate– Sports Coaching Qualifications– ASA Assistant Teachers Qualification– Basic Food Hygiene Certificate
Experience and Knowledge	<ul style="list-style-type: none">– Experience of dealing with the public– Experience of working with children and young people	<ul style="list-style-type: none">- Knowledge of Health and Safety- Knowledge of Cleaning- Knowledge of Basic food preparation and safety- Knowledge of Safeguarding themselves and others
Ability and Skills	<ul style="list-style-type: none">– The post holder must possess excellent customer care skills, be always courteous as well as being flexible, positive and enthusiastic in their approach to the required duties.– Good interpersonal and organisational skills– Good Communication skills, able to work on own initiative.	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	- Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	- The post holder must attend all relevant training.	