



Job Title Children's Evening Entertainment Instructor

Reporting to: Youth Training Manager

Operationally Reporting to: Assistant Youth Training Manager

Banding: The banding for this role is B6 (NMW / NLW)

Key Objectives:

- To prepare, organise and deliver a fun, safe and stimulating activity programme for children who are staying on site with schools and groups
- Present a professional appearance and attitude at all times, and maintain an excellent standard of customer service
- To ensure the safety of students at all times

The duties and responsibilities will include, but are not limited to:

- Delivering a high quality of supervision to groups assigned to you during evening activities
- Ensure activities are fun, engaging, and age appropriate, making best use of the environment and the equipment
- Helping to create a child friendly environment
- Keeping the kids room, cinema room and equipment clean and well maintained
- Ensuring the tuck shop is open and ready for service on time; including checking floats and reporting any issues immediately
- Ensuring the tuck shop and storage areas are clean, tidy and properly locked and secured at closing times; tills are cashed up and takings/float securely stored in accordance with operating procedures
- Taking personal responsibility for the security of UKSA equipment helping to maintain a clean working center
- Work as part of a team to set up and pack up the children's entertainment equipment on a daily basis and practically help prepare the centre for the start and the end of the season
- Helping to develop the center with new ideas and improvements to current courses and operational systems.
- Be flexible in your job role and willing to support the Senior Training staff with any other tasks required
- Attending UKSA open days when required

Health and Safety

- Operate on a daily basis which demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions at work.
- Co-operate with employers and co-workers to help everyone meet their legal requirements.

Team Performance

- Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA

This job description will be reviewed from time to time and may be updated as agreed