



| | |
|----------------|---|
| Job Title | Head Play Leader |
| Service | Hertsmere Mencap Holiday Club |
| Salary | £17 P/H |
| Hours | Sessional Contract |
| Location | Borehamwood |
| Responsible to | The Chairman and Trustees of Hertsmere Mencap |
| Reporting to | Children and Youth Coordinator |

Hertsmere Mencap Holiday Club is a Hertfordshire County Council Short Break Local Offer (SBLO) Provider. We are looking to employ a Head Play Leader for our very popular and oversubscribed Holiday Club, catering for children aged 5-16 who have learning disabilities. Our sessions run over the Easter and Summer Holidays, with additional activity days planned over the Christmas break. We have recently introduced half term provision for 15–19-year-olds.

We would consider a job share for this position. The successful candidate/s will have experience working with children who have learning disabilities/complex needs, hold a relevant childcare qualification at Level 3 or above, and have a working knowledge of the safeguarding requirements needed to run a Holiday Club for children with learning disabilities. You would be required to attend relevant training courses throughout the year to ensure up to date legislation/policies and procedures are adhered to.

Job Summary

- To lead in the day to day running of all Hertsmere Mencap Holiday Club activities.
- To plan a safe, stimulating play environment for children with learning disabilities/complex needs aged 5-19, which provides for their recreational, social, emotional, and physical needs, through the provision of a high-quality service which meets any quality targets and/or legal requirements, including the Hertsmere Mencap Policies and Procedures Manual.
- To be able to work alongside and lead a well-established cohort of Holiday Club staff, ensuring that team morale remains high.
- Be computer literate and experienced with Microsoft Word, and Excel.
- Have a great sense of humour!

To apply, please send CV and covering letter to Susannah Shackleton at clubadmin@hertsmeremencap.org.uk

www.hertsmeremencap.org.uk

