

Person Specification: Holiday Club Leader
Essential
Qualifications & Experience:
Relevant childcare or teaching qualification (Level 2 or Level 3 preferred, or equivalent experience).
Experience working with children of all ages in a play, education, or care setting, with a proven ability to lead and manage a team.
In-depth knowledge of safeguarding and child protection procedures, with experience in identifying and responding to concerns.
Proven ability to create inclusive, safe, and stimulating activity programmes.
Experience delivering staff training and supporting professional development.
Experience liaising with parents in a professional context.
Skills & Abilities:
Strong leadership and team management skills, with the ability to motivate and support others.
Excellent communication skills, with the ability to engage children, parents, and staff members.
Excellent verbal and written communication skills, including confidently interacting with children, staff, and parents.
Confident in managing and resolving challenging behaviour appropriately and supportively.
Strong organisational and time management skills, with the ability to plan, multitask, and adapt to changes quickly.
Ability to maintain a high standard of safety, welfare, and engagement across all activities.
Skilled in behaviour management and enforcing safeguarding policies in line with Trust expectations.
Ability to plan and deliver refresher training to staff and ensure ongoing compliance with safeguarding and operational procedures
A proactive approach to problem-solving and dealing with issues as they arise.
Ability to work under pressure and adapt to changing circumstances.
A clear understanding of health and safety requirements and the ability to manage risk in a practical way.
Personal Attributes:
Energetic, enthusiastic, and passionate about creating memorable experiences for children.
Friendly, approachable, and professional in all interactions with children, families, colleagues, and partners.
Reliable, flexible, and proactive with a solution-focused mindset.
Passionate about creating memorable and enjoyable experiences for children.
Empathetic and supportive of children's needs and wellbeing.
Committed to personal and team development, with a willingness to engage in relevant training.
Other Requirements:
Able to obtain Enhanced DBS clearance.
Willingness to travel and work across multiple ELA Active Ltd sites as required.



Chesterton | Impington | Witchford

Willingness to attend training as required by the Trust.
Ability to work flexible hours during holiday periods.
Commitment to uphold and promote the values, policies, and ethos of ELA Active.
Desirable:
Level 3 qualification (or higher) in Playwork, Childcare, Youth Work, Education, or related field.
First Aid certification (Paediatric First Aid preferred).
Awareness and practical application of health and safety legislation in childcare settings.
Experience organising or managing external activity providers or clubs.
Experience supporting children with SEND or additional needs.

This person specification outlines the key attributes, qualifications, and experience required for the role of Holiday Club Leader at ELA Active. The successful candidate will demonstrate these qualities and be committed to providing a safe, high-quality service to all users of the facility. While these are key requirements, the role may also involve additional duties to ensure the delivery of a safe, high-quality service to all facility users.