



ABINGDON

JOB DESCRIPTION

PARTY HOST

(Abingdon School Enterprises)

Reporting to: Sports Centre Manager (Sports Centre) and the Senior Supervisor (Tilsley Park)

KEY OBJECTIVES

- To be responsible for the smooth operation of the birthday party allocated to you.
- To provide customers with first class levels of customer service at all times.

MAIN RESPONSIBILITIES

- To meet and greet customers on arrival, and be their host for the duration of their party.
- To set up equipment and return it to its original location.
- To take responsibility for the party activity, taking the lead and dealing with any issues that might arise during the booking.
- To produce and implement a party activity plan, including warm up games.
- To make customers aware of any rules or health and safety requirements for their activity.
- To clean up after the activity, if required.
- To take responsibility in the event of an emergency, such as first aid (contacting the Supervisor) or emergency evacuation of the building.
- To carry a two way radio at all times.
- To maintain a professional appearance and wear the organisation's uniform, if allocated.
- To give the party present and birthday card to the birthday child.
- To provide an exceptional birthday experience to the birthday guest, along with all parents and children.

PERSON SPECIFICATION

Qualifications and experience

- Experience of working with children.
- Relevant practical experience of instructing/organising a group is highly desirable.

Skills/Attributes

- Positive outlook
- Very good people skills
- Ability to plan and lead a safe, fun and effective session
- Committed hard working
- A team player

Safeguarding

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

TERMS AND CONDITIONS

Rate of pay: up to £20 per hour