**Skipz Productions cic Job Opportunities for Easter HAF 2023 Programme**

Thank you for your interest in applying for our fantastic Children Holiday Programmes.

Before you proceed please have a look at our website to give you more information regarding the Holiday Activities and Food (HAF) Programme we are providing over the Winter/Christmas Holidays to free school meals and paying children. The HAF Programme is a Department of Education initiative to provide healthy food and enriching activities to disadvantaged children.

For more information regarding this programme please visit:

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

For more information about Skipz Productions cic please visit:

https://www.skipzproductions.org

In this document you will find an overview of the boroughs we are working in, the job descriptions and the locations, programme details and pay and where there is vacancies.

**The Easter Holidays Dates 2023**

The Easter Holidays HAF Programmes for 2023 run over 1 weeks:

Monday 3rd April 2023 – Thursday 6th April 2023 (Monday to Thursday only)

**Overview**

We are working with local councils to provide this programme in partnership with local schools in the Borough. The Boroughs we are working with are:

* Brent
* Croydon
* Ealing
* Hackney
* Hillingdon
* Lewisham

For the HAF Programmes we are looking for Camp Leaders (Supervisors) and Camp Instructors (Teachers). You must be able to supervise children at all times, safeguard children and keep the site clean and be able to work as a team on site.

In a nutshell the Camp Leaders are responsible for being the first point of call on Site and has to liaise with the Programme Manager (Sunita Chana) on a daily basis. They are responsible for making sure the programme is delivered as smoothly as possible and has to have strong leadership skills.

In a nutshell the Camp Instructors are the teachers who will deliver the programme to the children. They will be given a class of no more than 20 children and they have to provide activities in drama, dance, singing, arts and crafts and nutritional activities. Full training will be provided for this. Materials will also be provided on request.

Please find below the Job Descriptions for the Camp Leader and Camp Instructor.

**Camp Leader Job Description (Supervisor)**

Skipz Productions cic are delighted to announce we are looking for Camp Leaders for our DfE Holiday Activities and Food (HAF) Programme for Free School Meals children.

You will be based at the School for the duration of the programme.

Time: 9:30am-2pm.

You will be responsible for:

- Reporting to the Programme Manager daily

- Supervising the Programme from start to finish

- Holding daily morning meetings before the start of every day to discuss logistics and other issues raised the days before from 9:30am-9:50am.

- Complete a Fire Alarm test with Staff and Children on Monday around midday

- Cleaning the area including hoovering and mopping and cleaning the toilets.

- Preparing the lunch hall for lunches for children and cleaning up after the lunches have been given

- Overseeing and implementing our Covid Risk Assessment on site

- Overseeing completion of Covid Declaration Forms from Staff and Participants.

- Carrying out daily temperature checks on site - at the start of each day

- Accepting Food deliveries on site form from our Food Partner

- Assisting teaching staff where necessary

- Assisting teaching staff with serving lunches to children

- Carrying out cleaning around the site including cleaning popular touch points, wiping down tables and chairs, toilets, floors, tables and any other necessary cleaning duties.

- Managing any Covid related issues

- Take photographs/videos of permitted children on the programme undertaking activities.

- Make sure that children and families complete case studies for the programme.

- Make sure the Programme box is kept tidy and ready to be collected at the end of the Programme.

All equipment will be provided.

Successful candidates should have:

* Level 2 Food Safety and Hygiene
* Food Allergen Awareness Training
* Safeguarding Training
* First Aid Training
* Health and Safety
* Be willing to undertake any training and attend staff meetings when necessary for the delivery of the programme

**Camp Instructor Job Description (Teacher)**

Skipz Productions cic are delighted to announce we are looking for Holiday Camps Instructors for our DfE Holiday Activities and Food (HAF) Programme for Free School Meals children.

You will be based at one school site for the duration of the programme.

Time: 9:30am – 2pm.

You will be allocated a bubble for children aged between 4-11 to teach for duration of the programme.

You will deliver a range of enriching Winter/Christmas activities in performing arts (dance/drama/singing) to arts and crafts to nutrition education. We are eager to hear from staff who are interested in offering a range of activities, full training will be given before commencement of the programme. You will also serve lunches your bubble, with help of other staff on the programme, lunches daily at lunchtime.

You will also take pictures and send videos of the Winter/Christmas HAF programme to the Whatsapp Group and ask children to complete case studies. Make sure the programme box is packed and ready to be collected.

Successful candidates should have:

* Safeguarding Training
* First Aid Training
* Be willing to undertake any training and attend staff meetings when necessary for the delivery of the programme

**School Site Address:**

Please note

* Krishna Avanti Primary School, Southbridge Place, Croydon, CR0 4HA is a only Vegetarian lunches. All programmes except for Lewisham run from Monday 3rd April 2023 – Thursday 6th April 2023 (Monday to Thursday only)

**Please email Sunita at** [**skipzproductions@gmail.com**](mailto:skipzproductions@gmail.com) **to find out which Programmes Sites are available to work on.**

You must have an Enhanced DBS. If you do not have an Enhanced DBS we can process one for you for a cost of £60.00. The Enhanced DBS is your property and is valid for the next 3 years. If you register your DBS within 19 days of receiving it you can sign up to the Update Service for a fee of £13.00 per year to keep you DBS live.

Camp Leaders – you must also be willing to undertake First Aid training, safeguarding training and have a Level 2 in Food Safety and Hygiene and Food Allergen Awareness as you will be handling food.

Camp Instructors – you must be willing to be First Aid Trained and safeguarding trained.

**Training dates:**

**Safeguarding Training (Level 2) Refresher**

**Please note: You will be required to hold a Level 2 in Safeguarding Children which you will need to organise yourself. Please make sure you have completed this before attending the Refresher training.**

Safeguarding Training will be held on the week commencing the 27th March 2023 – date tbc

**Safeguarding Training (Level 2)**

Safeguarding training will take place:

**Date:** the week commencing the 27th March 2023 – date tbc

**Time:**6:30pm- 8:30pm.

**Requirement:** To be trained annually

Zoom Link will be sent in the the week commencing the 27th March 2023 – date tbc

**Cost:** Free to attend

**Other Training links**

**Course Leaders (Supervisors) are required to have:**

**Level 2 Food Safety and Hygiene**

Please click on the link below to access training. This is an online course delivered by High Speed Training and the cost will be available below:

<https://www.highspeedtraining.co.uk/food-safety/training/level2-food-hygiene-safety-catering.aspx>

**Food Allergen Awareness Training**

Please click on the link below to access training. This is an online course delivered by High Speed Training and the cost will be available below:

<https://www.highspeedtraining.co.uk/courses/food-hygiene/food-allergen-awareness-training/>

**Food Allergy Awareness Training**

<https://allergytraining.food.gov.uk/>

**Orientation Meetings**

**You will be required to attend Orientation meeting on the following dates. This is Mandatory. We have noticed a difference in the Programme delivery when staff have not attended these meetings. It is imperative that you make time to attend. If you cannot attend these meetings you will not be offered a position on our programmes.**

A Zoom Meeting will also be held on **Thursday 30th March 2023 at 6:30pm** to discuss the logistics of the programme and the standards of the HAF Programme.

A face to face orientation meeting will be held on **Saturday 1st April 2023.** Your programme packs will be handed to you:

**Date:** Saturday 1st April 2023

**Time**: 1pm-5pm

**Venue**: TBC

**Supervisors Meeting Only**

There will also be a separate online meeting with Supervisors only with Sunita Chana to discuss the programme. This will be held straight after the Online meeting on **Thursday 30th March 2023.**

If you are interested in any of this positions please email Sunita in the first instance at [skipzproductions@gmail.com](mailto:skipzproductions@gmail.com) detailing which position and School Site and which role you are interested in. Please make sure you read the Job descriptions and can attend the Orientation meetings before applying.

Thank you

We look forward to hearing from you.

Skipz Productions cic