

JOB SPECIFICATION

<u>JOB TITLE:</u>	Party Host
<u>DEPARTMENT:</u>	The Venue, Borehamwood
<u>RESPONSIBLE TO:</u>	Party Co-ordinator
<u>RESPONSIBLE FOR:</u>	General Public

General Description

1. To ensure that the Children's Parties run in a safe and efficient manner, to the Party Customers Satisfaction with maximum enjoyment for the Party Children.
2. To comply with all legal responsibilities and to work within the guidelines set down systems at work.

Mission Statement

To promote and develop health, wellbeing and more active lifestyles within the communities we serve

Aim

Our aim is to help individuals and communities LIVE active, healthy, happy and fulfilled lives.

Our Values

- ✓ **Listen** - we will proactively listen to our customers utilising their feedback.
- ✓ **Improve** – we continually look to improve the services we offer, embracing new opportunities, challenges and ideas.
- ✓ **Value** – we will offer affordable, value for money services to all our customers.
- ✓ **Encourage** – we will encourage individuals and groups to fulfil their potential and ambitions.

Specific Duties

1. To meet and assist Party Customers ('The Customer') when arriving at The Venue.
2. To ensure that all equipment is in order before the Customer arrives.
3. To ensure that the Party Tea Room is set up to the Customer's requirement.
4. To ensure that Tea Room and Party Area are in a clean and safe condition.
5. To assist with the Catering requirements for the Party.
6. To ensure that all aspect of the Party are fulfilled to the Customer's satisfaction, in line with the Party Brochure (e.g. Welcome Poster is on display, drinks are available, party survey given up).
7. To ensure that the Party Area and Tea Room is left in a clean, tidy and safe condition after the Party has finished, also rigging for any following activities.
8. Co-ordinate any games and monitor the structure of the party. (if Applicable)

Skills, Knowledge and Experience

Essential:

1. Knowledge and experience of Children's Parties or similar Children's Activities
2. To be outgoing and of a fun disposition.
3. To have excellent Customer Service and Communication Skills.

Desirable:

1. Children's Coaching Award
2. First Aid for appointed persons
3. NPLQ
4. Food Hygiene Certificate

Complexity and Creativity

1. To assist in the continual improvement of the Party package.

Contacts

10% INTERNAL 90% EXTERNAL

Method

Face to face with Parents / Guardians and the Party Children

Internal

All other operational staff and Contract Manager

External

Party Customers, Children attending Parties and General Enquiries.

Other factors affecting the post of Party Host

1.	Hours of Work:	39 hours per week												
2.	Grade:													
3.	Salary:													
4.	Notice Period:	As detailed in the Statement of Particulars												
5.	Holiday Entitlement:	<p>Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and includes the 8 bank holidays at present legislated for each calendar year.</p> <p>All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons.</p> <p>Annual leave entitlement at present is:</p> <table> <tr> <td>On commencement with HL</td> <td>29 days</td> </tr> <tr> <td>After 1 year continuous service with HL</td> <td>30 days</td> </tr> <tr> <td>After 2 years continuous service with HL</td> <td>31 days</td> </tr> <tr> <td>After 3 years continuous service with HL</td> <td>32 days</td> </tr> <tr> <td>After 4 years continuous service with HL</td> <td>33 days</td> </tr> <tr> <td>After 5 years continuous service with HL</td> <td>34 days</td> </tr> </table>	On commencement with HL	29 days	After 1 year continuous service with HL	30 days	After 2 years continuous service with HL	31 days	After 3 years continuous service with HL	32 days	After 4 years continuous service with HL	33 days	After 5 years continuous service with HL	34 days
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After 5 years continuous service with HL	34 days													
6.	Pensions choice:	Options are:												
		<p>(i) Workplace Pensions Reform requires InspireAll to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. InspireAll's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Friends Life. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.</p> <p>Employees are required to contribute 5% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 3% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded.</p> <p>Further information regarding the InspireAll Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.</p>												
		(ii) The purchase of a personal pension.												
7.	Location:	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
8.	The Rehabilitation of Offenders Act 1974:	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
9.	Other Duties:	The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his / her grading, competence and qualification												
10.	Leisure Benefits:	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.												