

JOB DESCRIPTION

SECTION ONE

Business: Bouncy Wouncy	Post Title: Team Leader
	Grade: £7.50 / hour x30 hour week

SECTION TWO

Responsible to: Business Owner – Dan Folgate

Responsible for:

Building relationships with the community, meeting playgroups / caretakers and generally developing the business whilst also administering bookings.

Weekend work is essential and will include day to day setting up, staffing, and collecting of inflatables at events and customers' homes and driving our van.

SECTION THREE – Overall purpose of job

1. Due to a rapidly increasing demand for our services, Bouncy Wouncy are recruiting a team leader to facilitate this demand and future developments.
2. Candidate will be customer facing, and must be professional and presentable
3. To assist the owner in business development, administration, events planning and advertising as required.
4. The Team Leader will be permanently employed to work a minimum of 30 hours per week. This will increase as the business grows and after successfully completing the probationary period of three months.

SECTION FOUR – Principal Responsibilities / Requirements

1. Undertake driver checks on business van and take responsibility for its clean and tidy condition
2. Drive in a professional and safe manner at all times.
3. Set up and pack away inflatables in line with manual handling training, risk assessments, safe working practices and procedures.
4. Ensure high level of athletic strength and fitness is maintained due to the manual nature of the position
5. Supervise users in safe use on inflatables at events, in line with training
6. Manage the companies Social Media applications (such as Facebook / Twitter) – training provided
7. Visit customers (such as Pubs, Event Companies) and provide quotations.

SECTION FOUR (continued)

8. Must create and develop own ideas for moving the business forward.
9. Have, (and develop) knowledge of health and safety..
Keep up to date with changes in legislation and news.
10. Work with the local community / have knowledge of the local area.
Build working relationships with other businesses in the area.
11. The post holder should have knowledge of all Microsoft Office computer programmes (Word, Excel, Powerpoint).
Post holder should be confident and knowledgeable of the internet and search engines (like Google).and social media (like Facebook)
Only minor training will be provided in these areas,.
12. The post holder may from time to time be required to carry out other duties provided they are within the general level of responsibility of the post and within the abilities of the post holder.
13. Assist with the owners other business in the local area, as required in line with level of responsibility.

SECTION FIVE – Special features of the post

The post holder will be required to work every weekend, with no more than six days leave allowed over a Saturday or Sunday in one 12 month period.
Week days worked are to be agreed, but likely to be Wednesday and Friday.

The post is originally for 30 hours a week, spread over seven days.
Suggested working pattern is Wednesday, Friday, Saturday, Sunday each week.

After 3 months the business needs will be evaluated.
At this point the post holder will possibly be offered more hours (not less hours)

The post is permanent, subject to successfully completing a 3 month probationary period.

The hourly rate is £7.50 per hour, 30 hours a week.
Holiday entitlement is pro rata. Statutory Sick pay only. After completion of probationary period when in permanent employment..

Hours and days of work will be varied between 7am-10pm Monday - Sunday

There is no bonus scheme but, bonuses will be paid depending upon performance of the post holder and the overall business.

Created on 14th August 2013 by Daniel Folgate