

Job Description

Job summary: Day to day management of the club.
Provide quality play care within the framework of the club’s policies and procedures

Line manager: Managing Director/Area Manager

Responsible for: Deputy /play workers/school escorts/volunteers

Working relationships: Children attending the club and their parents or carers
Management or proprietor and staff, students and volunteers
Childcare and play organisations, schools, registering authorities

Main duties include:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Carrying out the weekly food shop to ensure that children are served healthy snacks.
- Monitoring the registers to ensure all children’s needs are being met and care plans are in place.
- Setting up the play space including moving furniture and play equipment.
- Consulting with children and involving them in planning activities.
- Responding to parents queries, enquiries and concerns.
- Providing support and supervision to play workers and other staff, including volunteers.
- Holding regular staff meetings and conducting regular reviews and appraisals for staff
- Administration and record keeping, including staff and child records, financial records, ordering and purchasing, and working within an agreed budget.
- Organising staff timetable/schedules
- Developing and maintaining good communication with all members of the club, with schools, and especially with parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club’s policies and procedures, and helping to develop them where necessary.
- Working within the EYFS framework where necessary.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> • Experience of working with 3 to 11 year olds • Experience of administration • Experience of working in a supervisory or management capacity • Delivering equal opportunities in a play setting • Understanding the varied needs of children and families • Providing and facilitating safe, stimulating play • Proven leadership skills • Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children* 	<ul style="list-style-type: none"> • Appropriate Level 3 qualification • Appropriate child protection training • At least 2 years’ experience of working in a childcare setting • Experience of working within a play-based setting • Experience of budgeting • Ability to use IT based resources to support play and club administration • Current driving licence • Current 12-hour Paediatric First Aid Certificate

<ul style="list-style-type: none">• Ability to work on own initiative, using judgement and common sense• Familiarity with the Early Years Foundation Stage	<ul style="list-style-type: none">• Food Hygiene Certificate
---	--

** Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*