

Kids in Charge – Out of School Clubs

JOB DESCRIPTION Afterschool Club Manager

REPORT TO Manager

- To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences appropriate to their age and stage of development.
- Undertake the overall day-to-day management of the Club.
- To ensure that all legislation in relation to registration with regulatory bodies, special needs, child protection and Health and Safety is complied with and that company policies and procedures are adhered to.



Key Responsibilities

Childcare and Education

- Promote high standards of quality within the Club regarding the environment and resources for children, experiences offered to children and planning and record keeping.
- Lead in the implementation of the Early Years Foundation Stage (EYFS) curriculum.
- Promote and facilitate partnership with parents/carers and other family members.
- Support the development of good practice with regard to special needs and inclusion.
- Work with the team to continuously improve quality of childcare and education.
- Ensure that children are kept safe and that staff understand, and when necessary follow, Child Protection Procedures.
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.
- Work with the SENCO, advisory teachers, health professionals and local Childcare development team programmes as appropriate.
- Comply with the statutory framework for the EYFS and other relevant statutory regulations, Child Protection Procedures, relevant legislation including the Children Act 1989 and 2004.
- Develop and maintain highly professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies.
- Remain abreast of current developments in childcare and education policy and practice.
- Ensure that staff is following the key person procedures in line with company policy and EYFS.
- Responsible for purchase, storage and development of children's play resources

Health and Safety

- Undertake responsibility for health, safety and cleanliness throughout the Club.
- Ensure the general cleanliness of the children at all times.
- Adhere to and develop all Health and Safety policies and procedures.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
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- Operate the highest standard of hygiene and cleanliness in the furnishings, toy area and food surface areas.
- Implement Health and Safety policies within the club with support. To audit, evaluate and manage risk and ensure that any actions are passed to staff and implemented immediately.
- Be responsible for ensuring the Club remains compliant in regards to suitably trained staff with relevant first aid qualifications.

Operational

- Effectively day to day management of the Club.
- Manager all day to day paperwork within the Club.
- Promote the Club to current parents and potential customers.
- Successfully lead staff during inspections by regulatory bodies and to assist in the implementation of any recommendations.
- Speak on behalf of the regional manager/director in their absence and assume all the responsibilities
- Set targets

Financial

- monitoring petty cash and other budgets and maintaining petty cash systems.
- manage the collection, recording and banking of fees.
- Increase the number of children per day to achieve full capacity of each day
- Increase and maintain profit margins above 25%

Staff

- Manage with the recruitment induction procedure of new staff.
- Support and supervise staff with their day to day duties.
- Be responsible for and leading participating in all self-development activities including appraisals, supervisions etc.

Communication

- Develop and promote parental partnership and involvement.
- Ensure good communication between all users of the Club.
- Maintain communication links with outside agencies.

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- Co-ordinate and lead regular staff meetings, planning meetings and parents meetings and other events including organising agendas and minutes.

General

- Manage the administrative staff duties associated with the management of the facility, such as maintaining records on children and families ordering equipment, maintaining inventories and keeping personnel records.

- Use the computer effectively for storing information through the club software system.
- To undertake any other duties as reasonably requested by line management.
- To adhere to all company policies and procedures.
- To ensure the company's policies on diversity and equal opportunities are adhered to.

Person Specification

Essential Criteria	Desirable Criteria
Relevant Experience	
A minimum of 2 years post qualifying experience in a full day care setting or before ,afterschool and holiday club	
Experience of leading and supporting staff teams to improve practice	
Education and Training	
A minimum Childcare and Education qualification equivalent to NVQ level 3	A higher level qualification in Early Years Childcare and Education / Childhood Studies
A Management Qualification	
Current Paediatric First Aid Qualification	
Knowledge	
A sound knowledge of child development for children from three to 12 years	
A good understanding of the Early Years Foundation Stage (EYFS) curriculum	
An understanding of a play based approach to children's learning and development	A knowledge of research related to childcare and education
Knowledge and understanding of the statutory framework for the EYFS or relevant statutory regulations for Scotland and Wales and the inspection process of regulatory bodies	Knowledge and understanding of the key legislation related to childcare education
Understanding of the role of the 'Key Person'	
A sound knowledge of child protection procedures	
Skills and Abilities	
Excellent communication skills both written and verbal	
Ability to develop effective relationships with colleagues, parents and outside agencies	
Ability to lead a team. The ability to plan and organise own workload and that of others	
The ability to use computers and software packages excellent	
Highly organised	
Other Requirements	
An understanding of and commitment to equal opportunities	
An understanding of Health and Safety in the workplace	
A willingness to undertake further relevant training including some evenings and weekends	