

HOLY FAMILY LARKS & OWLS CLUB LTD

JOB DESCRIPTION – CLUB MANAGER



“Holy Family Larks & Owls Club Ltd” is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment”. The successful applicant will be required to undertake an Enhanced DBS (including Barred List) check.

Holy Family Larks & Owls Club is an established Club and has been registered since 2003. It operates from Holy Family Catholic Primary School in Keresley, Coventry and at its last inspection in 2018 was registered as ‘Good’. The club provides childcare Monday to Friday, term time, from 7.45am until 8.45am and 3.15pm until 6pm , for children aged 3 – 11 years. In addition, a summer and Easter club are now established.

Job summary:	Day to day organisation and management of the club. Provide quality play care within the framework of the club’s policies and procedures
Line manager:	Club management committee (includes School Head Teacher who is Registered Person & DSL). One Committee member will oversee the operational running of the Club.
Responsible for:	Deputy /play workers/volunteers
Working relationships:	Children attending the club and their parents or carers Club Staff, school staff, Club Management including School Headteacher, students and volunteers Other Childcare and play organisations, registering authorities, funding bodies

Main duties include:

- Safeguarding & promoting the welfare of children and creating a safe environment. Recognising the signs of abuse and neglect. Awareness of PREVENT and ability to recognise signs of radicalisation and how to respond to concerns.
- 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 appropriate care for children with Special Educational Needs and liaising with school staff to ensure children's needs are met.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Managing fire drills and procedures and ensuring these meet legislative requirements.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Providing support and supervision to play workers and other staff, including volunteers.
- Administration and record keeping, including financial records, ordering and purchasing, working within an agreed budget.
- Encouraging parental involvement in the club.
- Developing and maintaining good communication with all members of the organisation, parents, schools, and childcare and play related agencies.
- Promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting.
- 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 (especially with regards to Safeguarding).

Person specification

Essential qualities

- Suitable to work with children
- Awareness/previous training in Safeguarding Children including Child Protection and PREVENT (annual training will be provided in our setting)
- NVQ Level 3 and Level 3 Diploma in Play work (if qualified prior to Sept 2014) or EYE (Early Years Education) qualification with Level 2 or equivalent qualification in English & Maths (post 2014 qualification)
- Current Paediatric First Aid qualification (12 hour course)
- At least 2 years' experience of working in a childcare setting
- 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
- Awareness of needs of children and families
- Ability to provide and facilitate safe and creative play
- Ability to work as a team member and demonstrate leadership skills
- Good communication skills
- Ability to work on own initiative, using judgement and common sense
- Extensive knowledge of Ofsted Welfare Requirements & Early Years Foundation Stage
- Knowledge of observation, planning and assessment.
- Knowledge and understanding of Quality Improvement Frameworks for example
- Commitment to continuous professional development

Desirable qualities

Experience of working within a play-based setting

- Experience of working with children with Special Educational Needs
- Experience of budgeting
- Ability to use IT based resources to support play and club administration
- Current driving licence
- Food Hygiene Certificate