

Job Description



Job Description	Manager
Location	Sacred Heart Rise and Shine Club
Hours of work	Monday to Friday Morning session - 7.30am – 9.00am Afternoon session - 3.00pm – 5.30pm Term Time Only (38 weeks per year)

Job Purpose:

To organise the day to day organisation and operation of Sacred Heart Rise and Shine Club and to contribute to providing a safe, caring and stimulating environment for the children.

Main Duties and Responsibilities:

- To fulfil the Clubs Mission and promote a positive ethos
- To organise the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment, by providing a programme of activities, services and facilities designed to meet individual needs including consultation with children
- To administer first aid as appropriate
- Working within appropriate childcare legislation and other relevant legislation
- To follow agreed policies and procedures and review each policy and procedure each year or as appropriate. To challenge attitudes, behaviour, practices which are discriminatory and to ensure that all staff adhere to all the policies and procedures in the setting
- To organise staff to provide full care for children of school age, including the handover of children to classrooms in the morning session, the collection of children in the afternoon session from classrooms and the safe delivery of children to parents/carers or a named individual at the end of the day
- To organise nutritious and well-balanced breakfasts/snacks and create a rota for staff to follow
- To initiate and maintain close liaisons with parents/carers, school and other outside agencies to provide an outstanding provision
- To be responsible for the cleanliness and tidiness of the Club's facilities, ensuring that staff are deployed effectively to designated areas to make sure that everything is clean and safe during the Club's opening hours and for handover to School
- Line manage a team of staff including induction, probation, supervisions, appraisals and staff development
- To ensure that all documentation is completed fully
- To manage and organise the setting within the OFSTED framework
- To organise the day to day administration and record keeping as appropriate
- To manage all ordering of resources, materials and equipment to the successful running of the club
- Organise appropriate records of children and staff
- Organise meetings for staff and attend and organise training as appropriate

All duties and responsibilities must be carried out with due regard to all the Clubs policies and procedures. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Clubs Equal Opportunities Policy.

Duties that include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Voluntary Management Group Chairperson (Mr. Paul Madia – Principal)