



Job Description and Person Specification

Kids Club Manager

Gorsey Bank Primary School



Kids Club Manager

Salary: Scale 5

Purpose of the post:

To champion play and lead a high quality service that meets the needs of our children and their families. To be responsible for the day to day organisation and operation of the out of school services and quality assure the delivery. To supervise the staff within the service.

Reporting to: Head of School

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

Main Duties

- To lead the team to deliver high quality play services that meets the needs of children
- To ensure the indoor and outdoor environment is stimulating and enabling
- To ensure that appropriate staff ratios are adhered to at all times, maintaining rotas of work
- To work in partnership with the children attending to ensure they feel part of the decision making
- To work in partnership with parents and carers to ensure they feel fully involved in their child's care
- To work with the staff and children to create a weekly plan of activities that meet the needs of a wide age range, are varied, follow a child's interests and ensures a difference to the school day ensuring quiet space is provided
- To ensure appropriate equipment and resources are in place and in good condition
- To maintain all records relating to the management of the services, ensuring confidentiality and GDPR expectations are adhered to for children, families and staff
- To carry out administrative tasks such as booking children on sessions and support the administration team to manage payments
- To effectively manage the occupancy levels of the Kids Club, managing the waiting list and offering childcare places
- To ensure children are safe at all times and to be the designated safeguarding officer

General

- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

Essential qualifications, knowledge and skills	Essential personal attributes	Desirable knowledge and skills
• Minimum 3 years' experience of working with children ages 4 – 11 • GCSE qualifications or equivalent in Maths and English at grade C or above • Excellent organisational and administrative skills • Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests • Relevant supervisory experience managing staff, students or volunteers • Ability to deliver quality play services • Competent in the use of basic IT such as Word, Excel and email	• Ability to build professional standards and relationships, • Ability to ensure a safe environment • Dedicated to continuous professional development and learning • Reliable and flexible approach to work • Good verbal and written communication skills • Ability to ensure policies are carried out	• NVQ L3 or above in playwork or a relevant equivalent • First aid certificate • Food Hygiene qualification • Previous experience of using systems such as ParentPay • Understanding of the Early Years Framework (EYFS)

February 2019 (subject to JE)

The Laurus Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Laurus Trust
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