



Job Description: Childcare Manager

Main Purpose of Job:

- To oversee and manage our sites and teams effectively according to Policy, Procedure & Best Practice.
- To ensure children's well-being, social and creative development is supported to a high standard, kindly and respectfully throughout the settings.
- To bring innovation and enthusiasm to our practice, policy and children's well-being.

Relationships:

1. Responsible directly to the Owner.
2. Liaise with the Accounts Manager, CPD Manager and the Admin team.
3. Liaise with the Activity Planner.
4. Liaise with schools where appropriate & necessary.
5. Liaise with external agencies when requiring support or advice eg. Pan Dorset Safeguarding Hub.

Your role will be initially to work at one of our sites to get first-hand experience of our settings, here you'll be in charge of a single team and the Day to Day running of the provision. During this period, you'll work with the Activity Planner in developing new and dynamic projects and activities for our family of breakfast, after school and holiday settings. Once you have become familiar with this, you'll no longer be in charge of providing Day to Day care at one site and only be required to cover absences where necessary. You will mostly be visiting sites regularly to ensure standards are met, and offering support, advice and setting goals for development, all in a kind and supportive manner.

Main Tasks of the Job:

- To become familiar with our family of Clubs.
- To visit all Clubs regularly in both announced and unannounced visits.
- To be able to model Best Practice in all aspects of your role.
- To provide each Club with both positive feedback and ideas for improvements.
- To support teams positively to achieve these standards.
- To work with the staff on site to ensure they have the training and resources to meet standards.
- To support staff to achieve their best with training, supervisions & appraisals.
- To liaise closely with the office and Owner keeping them up to date on all relevant matters.
- To liaise closely with the CPD Manager keeping them up to date on all relevant matters.
- To help with Club development & promotion.
- To build positive and trusting relationships with the teams.
- To be the key person in liaising with schools.
- To take appropriate action if a member of staff is not meeting their job description to the best of their ability (additional training provided).
- You are expected to wear our uniform smartly and represent the company positively.
- To put Handbook & Training Manual guidance into practice and meet required training needs
- To interact positively, calmly & professionally with staff team, families, schools and the public.



Person Specification

- Suitable to work with children- no history of inappropriate interaction with children, excellent references
- Well organised, amenable personality
- Confident to speak in front of a group and to individuals, sometimes on difficult subjects
- To hold a Degree, EYPS or minimum level three qualification and at least 2 years relevant experience
- Thorough understanding of Ofsted requirements
- A background of working with children in similar settings.
- Enthusiastic- has strong beliefs in the importance of play for children
- Able to deliver advice & support on a broad range of childcare topics from Child Development, Behaviour Management & the Impact of Early Trauma to Fire Safety and Risk Assessments
- Able to inspire teams to perform effectively
- Able to work as part of a team, supporting colleagues and helping with all tasks that may arise in order to maintain high standards of care
- Able to work with all adults & children without discrimination, bias or prejudice.
- Able to express concern/s appropriately & professionally
- Able to present self to work on time
- Able to present self to the staff and children in cheerful, positive light and not allow personal issues to affect them
- Able to speak professionally to staff, children and parents.
- Ability to write well, showing professional standards of spelling, grammar and presentation.
- Able to adhere to confidentiality requirements
- Able to complete paperwork clearly and legibly
- Good IT skills- ability to use Power Point
- Able to follow instructions well
- Good sense of humour, cheerful personality
- Able to make a long-term commitment to the Company
- Own transport a must.
- Full clean driving licence required

Hours: Monday to Friday 1.00 to 6.00 term times, by rota during school holidays.

Pay: £13.50 p/h rising to £14 in April. Wages aim to be paid on the 28th of each month, except December's which is paid the last day of term (this is early due to Christmas). Any overtime or sickness, failure to attend meetings, lateness etc. will be added to or deducted from the monthly amount. Bonuses depending on performance are assessed yearly in November. Your monthly salary is based on annual hours as agreed at commencement of duties and holiday entitlement divided by 12.

Location- You would mostly be based in our office and on site.



Appraisals: Every member of staff has an annual appraisal to discuss progress, ability to meet the job description and training needs. Appraisals differ from Supervision as it is a frank discussion about your performance and how St Claire's can support and improve it. St Claire's may request an early Appraisal should it be deemed necessary. Outcomes of Appraisals will relate your performance related Bonus.

Supervision: Every member of staff is offered a termly supervision meeting to discuss any matters arising and any concerns. Supervision differs from Appraisal as it will not be used to appraise your performance, but to discuss how you feel, your desired outcomes and any minor grievances. It is a place to resolve matters and will never affect your pay in any way.

Additional Note: this is a new role and as such there is an expectation of flexibility both on your part and ours, for example if a certain aspect of the Job Description is proving difficult, there is an expectation for you to raise it with the Director to find a mutually acceptable and beneficial way forward.

Benefits:

- We can offer flexible working patterns.
- Monthly Training Bonus scheme.
- We fund any relevant training you'd like to do.
- Performance based Christmas Bonuses are paid to all staff.
- Prizes for performance related achievements.
- You have full access to our 24 hour support line, advice and counselling services
- You are eligible for 30% off fees for childcare with us.
- Long service recognition – you are awarded an extra half day holiday for each full year you complete with us, to a maximum of one full week holiday.
- Parents with children aged 13 under get an extra 5 days sickness allowance

Social Events

Throughout the year we arrange get-togethers, attendance is not compulsory or paid, and should be fun! We also offer 'Feedback Friday' – an opportunity for you to meet with SMT in an informal way, talk shop, put your ideas forward, say what you think is working and what could work better.