



St Claire's Childcare

AFTER SCHOOL & HOLIDAY CLUBS

www.stclaires.co.uk

info@stclaires.co.uk

01202 429 880

Job Description: Manager

Main Purpose of Job:

To manage your site & team effectively ensuring high standards of Health & Safety, care, development & play.

Relationships:

- a) Responsible to Tara Latham and Karen Hodgson
- b) Responsible for your team, children & families, with emphasis on the Early Years children
- c) Liaison with school site manager, school office, the school teachers & TA's, St Claire's office and any external agencies when requiring support or advice.
- d) to be the named person in charge of the club to Ofsted.

Main Tasks of Job:

- To oversee arrangements for collection and collect children to Club
- To oversee arrival of the children.
- To ensure any absent children are accounted for.
- To plan and organize activities in advance, with the help of other members of staff and wherever possible with the children. To keep clear records of these plans.
- To ensure all paperwork is stocked, kept tidily, filled in neatly & fully and stored appropriately.
- To ensure your site meets Ofsted EYFS standards, GDPR, Health & Safety requirements etc.
- To monitor & deal with inappropriate behavior according to Club policy guidelines & those of the law.
- To support your team to monitor & deal with inappropriate behavior according to Club policy guidelines & those of the law.
- To ensure that Club policies and EYFS are adhered to and where possible standards are raised.
- To ensure the overall happiness and well-being of the children.
- To be the named safeguarding lead of the club and to report to the designated safeguarding lead of the company.
- To lead Weekly Team Meetings and or Holiday Club Meetings according to procedure and attend & participate in half termly Managers' and training meetings.
- To do shopping where necessary, ie. For children's snack/crafts etc.
- To oversee Keywork for EYFS children effectively, ensuring Keyworkers build & maintain positive relationships with families, keeping tidy and accurate records up to date, planning personalized play and evaluating it for further play opportunities.
- To support, supervise and manage his/ her colleagues in their responsibilities as necessary ensuring high standards are maintained.



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- To ensure all paperwork for each member of your team is up to date- eg, Staff information form, Induction completed for all new staff, staff sign in & out etc.
- To take appropriate action if a member of staff is not meeting their job description to the best of their ability.
- To liaise closely with the office and keep them up to date on all relevant matters,
- To help with Club development & promotion.
- You are expected to wear our uniform smartly and represent the company positively.
- To put Handbooks & Training manual guidance into practice and meet required training needs
- To interact positively, calmly & professionally with staff team, families, the school and the public.
- To interact positively, calmly & cheerfully with the children and HAVE FUN!

Hours

Term Times	Holiday club
Winton Primary & St Peter's Primary 12.00 to 6.00	Variable on rota from 8.00 to 6.00 during school holidays usually 30 hours per week, by agreement.

Non contact hours: Half termly meetings, Monthly training meetings, Weekly staff meetings are **included** in your monthly salary as is an extra two hours per week flexi time to come into the office, complete paperwork, do shopping and prep sessions

Remuneration - this post is paid at £13 per hour.

Bonuses & Benefits

- 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

Your monthly salary is based on annual hours as agreed at commencement of duties, meeting attendance, flexi time and holiday entitlement divided by 12. 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.



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All members of Staff Job Description- Details

- Give children appropriate help and support when needed
- Respond sensitively to children's verbal and non-verbal signals
- Encourage independence and self-help under appropriate supervision
- Encourage children to take part in activities.
- Speak cheerfully, calmly and positively to children unless it is necessary to do otherwise.
- Interact with children in a way that encourages and develops verbal communication.
- Reinforce positive behaviour and achievements.
- Explain why certain actions/ behaviour etc. is unwelcome.
- To support learning around poor behaviour appropriately
- Encourage children to listen and talk to each other about a variety of topics including their feelings and frustrations.
- Respect children's opinions.
- Encourage children to support and co-operate with each other.
- Encourage children to resolve problems between themselves.
- Respond to the needs of individual children.
- Be a positive role model.
- Encourage children to join in planning activities, events, snack etc.
- To support colleagues kindly, professionally and without bias
- To Safeguard children
- To welcome children and parents, and to spend time talking to parents about their child.
- To be pro-active in promoting the Club.



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Appraisals

Every member of staff will have a termly 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 will be 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.

Staff Meetings

Your attendance at staff meetings is included in your salary as your attendance is expected. Failure to attend may result in disciplinary actions. Staff Meetings are held every week, and will cover changes in Policies & Procedures (P&P), new Ofsted requirements, St Claire's targets & tier training (if you have been on a course you will be expected to share what you learned from it and what we all should learn from it). Staff Meetings have an agenda which you should follow, complete and action any agreed responsibilities resulting from the meeting. Your contribution to changes in P&P and the entire meeting is expected, but should remain focused on the matters at hand.

In House Training

You are required to attend training delivered by St Claire's and external providers on a variety of topics from Behaviour Management to EYFS.

Social Evenings

At each staff meeting we will arrange a get-together, attendance is not compulsory or paid, and should be fun!



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Personal Specification

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Necessary:

- Suitable to work with children- no history of inappropriate interaction with children, good references, amenable personality, confident in challenging poor behaviour appropriately.
- To hold a level three or equivalent qualification and/or hold at least 2 years' managerial experience in Playwork or comparable field, to be able to pass Ofsted Suitability Interview.
- A strong background of working with children in similar settings.
- Enthusiastic- wants to work with children, wants to provide opportunities for them to enjoy their time with us, and wants to extend their play opportunities imaginatively.
- Willing to train- to participate fully in in-house training, to attend any external training required, to be able to feedback on training given and assist others in understanding aims & objectives.
- Able to put training into practice
- Able to lead a group of children in an activity
- Able to inspire team to perform effectively
- Able to understand what children want to do, what they may enjoy doing, to organize the activity and carry it out.
- 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 in cheerful, positive light and not allow personal issues to affect them
- Able to speak professionally to children and parents
- Able to adhere to confidentiality requirements
- Able to complete paperwork clearly and legibly
- Able to follow instructions well
- Good sense of humour, cheerful personality
- Able to make a long-term commitment to the Company

Desirable:

- Able to contribute positively to raising quality & standards of care
- Able to contribute positively to raising quality of work for self and others
- Able to contribute positively to raising high quality perception of St Claire's
- Happy to spend own time thinking of and planning activities for the children
- Strong interests, such as sports, arts, etc. to inspire children to be involved in
- relevant training (Safeguarding, Positive Behaviour Management, Child Specific First Aid etc.)
- other training & courses (e.g. Active Play, Rainy Day Activities, Willow Weaving etc.)
- desire to do Degree or EYPS.



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