**Westgate Wonders Care Club**

**Manager Job Description**

**Reports to:**

Westgate Wonders Panel members and Chairman/ Director / Secretary

**Key duties / responsibilities:**

Overall managerial responsibility of the club & ongoing business development.

Designated Safeguarding Lead (DSL) & record keeping, liaising with schools DSL.

Ensure that hygiene & health and safety standards are met e.g. risk assessment / fire drills

Ensure quality childcare provision in line with OFSTED requirements & club policies and procedures

Line manage club staff & undertake appraisals, identify training.

Ensure appropriate staffing levels in line with OFSTED's requirement via staff rotas (on call)

Ensure monthly time sheets submitted to HR meeting deadlines. Check payroll accuracy & sign off.

Provide parents/carers with regular newsletters/updates/ welcome packs.

Liaise with stakeholders e.g. parents, carers, school staff, HR, EY Improvement Team & OFSTED

Organise and attend AGM providing reports e.g. finance, staffing & occupancy figures.

Review & implement policies and procedures.

Organise bookings / cancellations; liaise with school office re; invoices / new accounts.

Apply for grants.

Chair and deliver various meetings with staff, oversee the preparation and the delivering quality play opportunities within a safe and caring environment.

Consultation with children, parents & carers to inform activity planning.

Administration and record keeping e.g. finances, grant applications, purchasing, record keeping.

Demonstrate continuous professional development.

Other duties commensurate with the role.