**Westgate Wonders Care Club**

**Manager Job Description**

**Job summary:** Day to day management of the club.

Provide quality play care within the framework of the club’s

policies and procedures

**Line manager:** The Management committee

**Responsible for:** Club Co-ordinators /play workers/volunteers/students

**Working relationships**: Children attending the club and their parents or carers

Management and staff, students and volunteers

Childcare and play organisations, schools, registering authorities

**Main duties include:**

* Planning, preparing and delivering quality play opportunities within a safe and caring environment in line with EYFS and Reception Class. (This will include attending a weekly Reception planning meeting).
* Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Liaise with Ofsted and other outside agencies.
* Administering first aid when necessary.
* Setting up the play space including moving furniture and play equipment.
* Consulting with children and involving them in planning activities.
* Providing support and supervision to play workers and other staff, including volunteers/students.
* Holding regular staff meetings and conducting reviews and appraisals for staff
* Administration and record keeping, including staff and child records, financial records, ordering and purchasing, and working within an agreed budget.
* Developing and maintaining good communication with all members of the club, with school, and especially with parents/carers.
* To organise staff training and to undertake training when needed.
* Monitoring and maintaining a healthy, safe and secure working environment.
* Update and create policies and procedures working within the EYFS Framework.
* Arrange and carry out regular fire drills in line with the club's policy.
* Update the club's memberships and display these certificates where appropriate.
* Liaise with the club's accountant, HR and to verify and input monthly wage spreadsheets.
* Responsible for ordering food on a weekly basis, uniforms / equipment / stationery when needed.
* Write reports and deliver these to the Management Committee.
* Carry out banking each week, ensuring relevant paperwork is complete and be responsible for taking to bank.
* Produce monthly invoices to parents/carers and record payments.

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| **Person specification Essential qualities** | **Desirable qualities** |
| Experience of working with 4 to 11 year olds  Experience of administration  Experience of working in a supervisory or management capacity  Delivering equal opportunities in a play setting  Understanding the varied needs of children and families  Appropriate Level 3 qualification  Appropriate child protection training  Food hygiene training  Providing and facilitating safe, stimulating play  Ability to work as a team member and demonstrate leadership skills  Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children\*  Ability to work on own initiative, using judgement and common sense  Familiarity with the Early Years Foundation Stage | At least 2 years experience of working in a childcare setting  Experience of working within a play-based setting  Experience of budgeting  Ability to use IT based resources to support play and club administration  Current 12-hour Paediatric First Aid Certificate  Food Hygiene Certificate |

* Ensure all payments are up-to-date with online and cash payments and track those who fall behind in their payments.

*\* Para 3.25 of the Statutory Framework for the Early Years Foundation Stage 2012*