



JOB DESCRIPTION

Kidszone Out of School Care Manager

Job purpose	<p>Kidszone Out of School Care Manager will be responsible for providing professional leadership and management of the Kidszone staff team with the aim to enhance the effectiveness of this team and to achieve improved standards of care for the children within this after school and holiday care provision.</p> <p>They will hold overall responsibility for the day-to-day running of Kidszone and complete the duties and responsibilities specific to this post.</p>
Responsible to	<p>The Manager is responsible to the Director in all matters and will liaise with St Pauls CE Primary School Business Manager regularly also.</p>
Responsible for	<p>Deputy Manager, Senior Playworker, Playworkers (team of 7)</p>
Duties and responsibilities specific to the post:	
Safeguarding	<ul style="list-style-type: none"> • Be responsible for the safeguarding of all children in line with the provision’s policies & procedures • Be the Designated Safeguarding Lead at the provision including undertaking regular refresher training • Understand and implement the safeguarding duties from EYFS Statutory Framework and Keeping Children Safe in Education (KCSIE) • Liaise with the schools DSL and other professionals in accordance with the local authority safeguarding guidance • Ensure regular safeguarding training takes place for all staff • Undertake appropriate risk assessments for internal and external environments to safeguard all children/staff – including on external trips for holiday care
Communication	<ul style="list-style-type: none"> • Ensure regular and effective communication to staff, children and their families and St Pauls CE Primary School office staff • Promote good working relationships and teamwork within the provision and with parents, carers and St Pauls CE Primary School staff • Attend Senior Management Team meetings on a half termly basis • Plan and lead regular staff meetings including on INSET days • Consult with parents, carers, children and staff team for the purpose of ongoing evaluation of the quality of the provision • Oversee promotion of the provision across social media and newsletters • Communicate updates regularly and proactively with the Director

	<ul style="list-style-type: none"> • Attend Manchester City Council Out of School Forum meetings held bi-monthly and update wider team
Management	<ul style="list-style-type: none"> • Undertake daily management of the provision alongside the Deputy Manager, supervising staff to ensure all areas, tasks and responsibilities are appropriately delegated across the team • Lead by example and maintain high standards and quality throughout the provision, demonstrating professionalism at all times • Develop regular reviews of set policies and procedures ensuring that they are understood and followed • Monitor the number of places being used and how resources are utilised to ensure the club is running in the most efficient and effective manner • Ensure a clean and safe environment is maintained with daily risk assessments across the provision and high standards of food safety maintained • Manage relationships with other members of staff, with regular positive and constructive feedback • Manage staff leave requests and ensure daily ratios are maintained • Plan daily rotas for afterschool and holiday care • Fully understand the requirements of EY Out of School Providers for Ofsted inspections, and ensure these are maintained at all times • Take the lead on Ofsted inspections as the named manager of the provision
Staff recruitment, training and development	<ul style="list-style-type: none"> • Work with the Director in identifying staffing needs • Assist the Director in recruitment of new staff including the review, shortlist and interview of candidates • In line with safer recruitment procedures undertake required pre-employment checks • Provide thorough induction for new employees – including training required • Mentor new employees through probation period and identify areas of improvement as required • Ensure all staff are up to date with their statutory training and that a training plan and record is maintained • Hold regular supervision meetings with staff to ensure two-way feedback and development
Administration	<ul style="list-style-type: none"> • Ensure administration procedures and record keeping in line with the provision's systems. Including timesheets for payroll • Ensure the provision complies with relevant and new legislation, procedures and requirements, including hygiene, food safety, health and safety and safeguarding regulations • Ensure a daily register is kept and stored securely as an official document • Ensure all systems are orderly and maintained and understood by all staff • Ensure all children's/parent/carer documentation is accurate and updated regularly

<p>Equality, Diversity and Inclusion</p>	<ul style="list-style-type: none"> • Promote the inclusion of all pupils at the provision and ensure staff training supports this • Be aware of children who have dietary or medical issues and ensure this is communicated to all staff • Work closely with St Pauls CE Primary School SEN lead to ensure all SEN children have consistency of care and Kidszone’s approach complements St Pauls for the benefit of the child and parent/carer • Inspire and motivate a staff team to deliver creative, age appropriate, inclusive play opportunities that are reviewed and refreshed regularly • Encourage staff to promote creativity with all children encouraging them to express their views and take control of their own activities, promoting independence • Maintain confidentiality at all times whilst working within agreed policies including Equality and Diversity and Data Protection Policy
<p>Planning</p>	<ul style="list-style-type: none"> • Develop activity plans for holiday care periods including budgets and resources required– supported by Deputy Manager and staff team • Ensure the Deputy Manager develops weekly plans for afterschool care • Work with the Director to undertake annual and termly business plans to ensure the provision is financially robust and development areas identified • Contribute to the development of the provision through ideas, suggestions of improvements and changes and analysis of current practice

This job description forms part of the Contract of Employment of the person appointed to this post. It is current at the date of signature, but in consultation with the post holder, the Director may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the position.

Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.

The Manager will be expected to comply with any reasonable request from the Director to undertake work of a similar level that is not specified within this job description.

PERSON SPECIFICATION

Kidszone Out of School Care Manager

You will need to be:

Someone who is passionate about all aspects of childcare and playwork and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as an ability to lead and motivate a range of staff.

Qualification and other required skills	Essential	Desirable
Full and relevant level 3 in Early Years/Childcare/Playwork or higher	X	
Excellent communication skills	X	
Recent experience of working with children aged 3-11	X	
Relevant management experience in childcare with good organisational skills	X	
Thorough understanding of safeguarding	X	
Good knowledge and understanding of equal opportunities and special educational needs	X	
First aid qualification		X
Experience of administration systems		X
Competent in using computer applications including email, MS Word, Excel	X	
Good command of English Language	X	
Working knowledge of Early Years Foundation Stage		X

This appointment is subject to two satisfactory references from recent employers. This post is subject to an Enhanced DBS check and pre-employment checks will be undertaken before appointment is confirmed.

