



Job Description & Person Specification

Job Title: Kids Club Manager

Scale: Scale 5

Job Purpose:

- To lead the Kids Club Team.
 - To provide high standards of care and play opportunities for children between the ages of 4 and 11 years old in a safe, secure and stimulating environment
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Reporting Arrangements

Reporting to: Primary Extended Services Manager

Accountable for: Kids Club Activity Leaders

Main Responsibilities:

Kids Club Team

- Lead the day-to-day management of the breakfast and after-school clubs to ensure the highest quality of service for the children attending.
- Ensure that appropriate staff ratios are always adhered to, maintaining rotas of work where needed and managing staff cover and shifts as needed.
- Supervise staff to provide a safe, stimulating environment with play opportunities that suit a range of needs and interests of children.
- Evaluate the quality of the service using a self-assessment process and ensuring staff feel part of the quality assurance process.
- Carry out personal development reviews with staff to ensure they are fully supported and have development opportunities.
- Ensure that professional working relationships are developed and maintained with other key personnel.

Kids Club Provision

- Work in partnership with parents and carers to ensure they feel fully involved in their child's care.
- Work in partnership with the children attending to ensure they feel part of the decision making.
- Create a stimulating, clean, safe environment (indoor and outdoor) which promotes play and exploration.

- Create a weekly plan of activities which are appropriate, varied and follow children's interests and ensures a difference to the school day with quiet space available.
- Observe, monitor and evaluate children's responses to activities and adjust accordingly to ensure children remain stimulated and that they develop through play.
- Ensure appropriate equipment and resources are in place and in good condition.
- Ensure that children's records are kept up to date and that staff know how to access them.
- Ensure that a healthy and cost-effective food service is provided and encourage children to be independent during mealtimes. This includes managing the order and ensuring that it is served safely.

Kids Club Policies and Procedures

- Ensure that all statutory requirements are met including acting as Designated Safeguarding Lead and ensuring all relevant training is undertaken e.g. correct number of qualified first aid and food hygiene personnel. This includes ensuring that all adequate standards of safety and hygiene are maintained throughout the clubs, including completion of risk assessments and recording of hazards and incidents.
- Review, amend and implement all policies and procedures and ensure that staff have a good understanding of how to implement them.
- Be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance.
- Maintain all records relating to the management of the services, ensuring confidentiality and GDPR expectations are adhered to for children, families and staff.
- Liaise with the Trust Finance Officer and Extended Services Manager to ensure financial control of the budget and to be responsible for ensuring all resources and equipment are in place.
- Work with the Extended Services Manager and CHPS Admin Team to manage bookings and fee collection including the correct administration of tax-free childcare and childcare vouchers.
- Effectively manage the occupancy levels of the Kids Club, managing the waiting list and offering childcare places.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including

the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - Open to change, to be flexible. |
| ➤ Courageous | - Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - Treat others fairly and equally. |
| ➤ Engaged | - Involved/absorbed in your work, participate at all times. |
| ➤ Value | - Add value to your role, your team and the Trust. |
| ➤ Enquiring | - Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - Providing guidance, leading when necessary. |
| ➤ Tenacious | - Perseverance, never giving up, whatever it takes. |
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> NVQ Level 2 or above in childcare/play work or relevant qualification Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> NVQ Level 3 or above First Aid Certificate Food Hygiene qualification
Knowledge and Experience	<ul style="list-style-type: none"> Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests Relevant supervisory experience of managing a team Ability to audit services to ensure all required standards are met and maintained Excellent understanding of the Early Years Framework Experience of delivering to deadlines and achieving set targets to a high standard Experience of allocating and prioritising workload effectively to gain maximum productivity Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> Experience of working with children ages 4 – 11 Previous experience of using systems such as ParentPay Experience of working in a school environment Experience of working with confidential information Awareness of current issues in the Education
Skills	<ul style="list-style-type: none"> Excellent planning, administrative and organisational skills Ability to work independently to organise own workload Strong interpersonal skills Highly motivated individual with an innovative approach Problem solving and analytical skills Ability to demonstrate engaging oral and written communication 	
Other Qualities	<ul style="list-style-type: none"> Ability to make effective decisions Ability to work accurately and methodically Excellent time management Ability to remain calm under pressure Flexible Good team player Willingness to undertake further training Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> Full driving licence