

Name of Setting:	Templesprings Childcare Services Ltd
Location:	Ground floor, 22 London Rd, Grays, RM17 5XY
Job title:	Clubs Manager
Type:	Full time
Hours of Work:	Monday to Friday 37.5 hours a week
Accountable To:	Directors of Templesprings Childcare Services Ltd
Direct Reports	Directors of Templesprings Childcare Services Ltd
Reports to:	Directors of Templesprings Childcare Services Ltd.
Salary & Benefits	<ul style="list-style-type: none"> • Competitive Salary • Holiday entitlement increasing by one day for each two years of service • 28 days paid holiday inclusive of bank holidays • Free food and refreshments • Free breakfast and afterschool club • Free music lessons for yourself or a family member* • Pension scheme • Free Avios points* • Continuous development and on-going early years quality training • Coaching and mentoring from directors • Employee assistance programme • Performance Review Framework and service recognition rewards • Around-the-clock access to a dedicated and supportive Senior Management team, providing you with operational and organisational support. • We provide opportunities for growth to become a leader and excel within the company. • We offer bespoke leadership coaching for leaders and managers which helps and supports them to be the best leader, promoting team effectiveness and positive working culture. • Free uniform • Love your team week and staff appreciation week • Free day off on your birthday
The Opportunity	<p>Templesprings Childcare Services Ltd. is expanding! We are seeking an enthusiastic, motivated, talented Clubs manager to be a part of our continued growth and success.</p> <p>We are looking for a Clubs Manager who have a passion and drive for providing high quality care, support and education for children from 5 to 11 years. You will be an excellent team player and role model to all staff and children.</p> <p><i>Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You will be required to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the Company. In the event that such certificate(s) are not supplied your employment with us will be terminated.</i></p>

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.

Your role will be appraised on a regular basis by the Proprietor during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Whilst the role description contains specific responsibilities, it is expected that you will have a high degree of integrity and initiative in managing your own performance and self-evaluation.

(Bidemi Johnson, Proprietor)

Purpose of the role and responsibilities

We are a dedicated team seeking to provide the best possible childcare by selecting passionate staff to joining our team. We are seeking an excellent team leader, with experience in managing a small team, to oversee the planning and smooth daily running of or breakfast, after school and holiday clubs. We are looking for a self-starter individual who is able to take initiative, and be able to work in a high pace environment.

You must be able to demonstrate an ability to relate to children and their needs and understand the supportive nature of the role. A team player, pragmatic and flexible in your approach. Communicating effectively with parents is also a key part of the role

Duties-

- Work with the playworkers in planning and delivering a variety of activities and play opportunities at every session
- You will provide ideas for play and learning, support with homework where required
- You must have a keen interest in understanding child development, learning and education, a love for music, have a sense of humor, energy and fun
- Provide support and supervision to the playworkers
- Provide comprehensive care for the children including the overseeing of taking them to school after breakfast club and collecting them from their classes afterschool
- Delegate duties and play activities to playworkers
- Monitoring and maintaining a healthy, safe and secure working environment including risk assessments and mitigation of risks and Covid safety precautions
- Hold regular staff meetings, conduct regular 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

- Follow and embed Templesprings policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection
- Maintain good communication with all members of the club, with the host school, and with parents
- Celebrate diversity and promote equality, ensuring everyone has equal access to our services
- Oversee the provision of refreshments/ light meals and ensuring that hygiene, health and safety standards are met
- Administer and record first aid treatment
- Set up the play space including moving furniture and play equipment
- Effective communication/ collaboration with club owner

Experience/qualities/ qualifications-

- Safeguarding/ child protection training
- Level 3 Childcare qualification (desirable)
- At least 2 years' experience of successfully working in a childcare setting
- Enhanced DBS registered on the Update System
- Paediatric First Aid (12 hour)
- Live in reasonable proximity to our setting
- Understanding the issues of equal opportunities
- Great communication skills
- Ability to work on own initiative
- Sound judgement and common sense
- Sufficient understanding and use of English to ensure the well-being of the children and staff

Person Specification

Qualification	Essential/ Desirable
1. Childcare qualified to minimum Level 3 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE).	E

2. Educated to minimum GCSE level with passes in four or more subjects two of which are English and Maths	E
3. Valid paediatric first aid qualification	E
4. Food and hygiene	E
5. Understanding of Child Development	E
6. Fluency in written and spoken English.	E
7. Early Years SEN	D
8. Commitment to continuous professional development	E
9. Valid Safeguarding & Child protection certificate	E
Experience	
10. Experience of working in a culturally diverse early years setting.	E
11. Experience of working with children in a private or maintained setting.	E
12. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g., Equal opportunities, Safeguarding, Health and Safety requirements, children's Act etc	E
13. Experience of working in partnership with parents/carers	E
Skills and Abilities	
14. Microsoft Office 365 Application e.g. word	E
15. Ability to write reports	E
16. Ability to plan and run various learning activities	E
17. Ability to build and form good relationships with parents and students	E
18. Ability to deliver a quality service whilst under pressure	E
19. Knowledge and understanding of the educational, developmental, and health needs of children and families	E
20. Ability to work as part of a team	E
21. An ability to carry out light physical duties to include lifting resources	E
22. Housekeeping tasks and setting up resources	E