

Job description – Area Manager

Harlequin is committed to placing the best interests of children’s welfare, care and development at the centre of all staffing matters. This is reflected in our Ofsted inspection judgements.

The Area Manager is to be responsible to the Managing Director and has line management responsibilities for the three setting managers and staff in Maidstone.

Job activities

To ensure that all the setting managers are meeting all of the requirements in their job role to an outstanding level.

To manage the day-to-day organization and running of all settings. This includes:

1. Ensuring the provision of safe, creative, appropriate play opportunities, preparation of activities, organisation of programme and clearing up of resources and activities. Ensuring the planning and delivery of stimulating and age appropriate and inclusive structured activities for use within agreed themes and for use when necessary (such as rainy-day activities).
2. Ensuring activities are planned to reflect observations of children, and evaluated daily to assess effectiveness of planning.
3. Meeting the physical, social and emotional needs of children at the setting through appropriate direction, observation and awareness.
4. Ensuring the safeguarding of children and staff is robust, up to date and imbedded into daily practice.
5. Administering first aid as appropriate
6. Being a positive and professional role model to staff, children and parents.
7. Ensuring close liaison with parents, schools and other professionals.
8. Carrying out all responsibilities and activities within equality and diversity principles and legislation.
9. Encouraging parental involvement and support.
10. Continually and actively seek to achieve and maintain child occupancy at least 90% within the setting.
11. Managing customer contacts, including taking and receipting of payments.
12. Ensuring Harlequin maintains a positive profile in the local community.
13. Prepare marketing and advertising materials such as newsletters for parents, and school presentations.
14. Promoting and advertising the club in a positive manner in the community.
15. Maintaining all paper and computer records to ensure they are accessible, legal, current and factual and compliant with the requirements of GDPR, Ofsted and company policies.
16. Ensuring club policies and procedures are up to date and robust.
17. Carrying out frequent and documented Risk Assessments.
18. Identify, source and arrange holiday activities and outings eight weeks prior to start of holidays.
19. Collection of children from school and dropping them off at school as required.
20. Shopping as necessary.
21. General housekeeping duties if needed e.g. washing up, hoovering and cleaning. This includes ensuring the setting is clean, tidy and set up for the next session.
22. Sourcing suppliers, obtaining quotes for goods and services, overseeing any contractors as necessary.
23. General office duties such as producing information sheets, laminating, photo copying, answering the telephone, taking messages and bookings, ordering and receiving equipment and resources as needed or directed.
24. Attending meetings as appropriate.

To manage the day-to-day staffing and leadership of the out of school club team. This includes:

25. Motivating all staff to be professional and appropriate at all times.
26. Provide day-to-day leadership for setting managers.
27. Fulfil the duties of the Designated Safeguarding Lead (or as presently described) as defined by external agencies.
28. Play an active role in staff selection and recruitment, training and development.
29. Support setting managers in all safeguarding concerns and issues (escalating to MD at the earliest opportunity unless it is detrimental to the welfare of the child).
30. Ensuring that all staff have the necessary training and have access to further appropriate training.
31. Ensuring, as far as is reasonable, staff are not at risk of mental or physical harm through dangerous situations, equipment and attitudes.
32. Maintaining staff discipline.
33. To carry out regular staff appraisals and supervisions meetings.
34. Lead weekly meetings with setting managers to identify and resolve issues and concerns, and propagate outstanding practice.
35. Preparing staff rotas, giving them plenty of notice of their duties.
36. Oversee all annual leave requests and entitlements.

Employment conditions

To work safely and in accordance with agreed policies. This includes:

37. Full compliance with the Harlequin confidentiality policy. Managers have access to personal and commercially sensitive information that must not be disclosed without the explicit consent of the MD.
38. Being ready for duties at the specified start time of your shift.
39. Informing the MD by telephone as soon as possible if unable to attend, in accordance with the rules in the



handbook. This may result in the club having to shut due to legal requirements to maintain staff to child ratios.

40. Ensuring self and staff understand and adhere to the handbook rules at all times.
41. Ensuring self, staff and visitors understand and adhere to the company policies at all times.
42. Accepting responsibility to stop any unsafe or dangerous activities. Safety of all who attend the Club is paramount and the duty of all staff.
43. Understanding and complying completely with all current company, regulatory or statutory policies, standards and procedures. Excellent knowledge of the company employee handbook within 4 weeks of starting.
44. Information submitted on an employees application form shall form part of their contract and evidence of qualifications is essential.

Person specification

Essential

- Full and relevant Management training and qualification to Level 3 in Playwork or Early Years Educator or higher.
- 2 years' experience as a senior manager in an out of school setting, including staff supervision and management.
- 1 years' experience working as a trained DSL (or equivalent).
- Demonstrable personal and professional values and standards that dovetail with the standards and ethos of Harlequin and the MD.
- A current paediatric first aid certificate.
- Proven ability to maintain a cohesive, effective and efficient team.
- Proven ability to manage team and deploy staff appropriately and fairly.
- Proven ability to train, coach and advise staff and provide mentorship when necessary.
- Proven ability to plan, lead and evaluate activities to stimulate and engage the children attending the club.
- Proven ability to recognise and prioritise tasks to ensure compliance with regulatory bodies and company policies and ethos.
- Up to date knowledge and understanding of outstanding childcare practice.
- Proven ability to work on own initiative without the need for supervision or direction.

- Thorough understanding of the current Ofsted inspection framework and experience as lead person representing a setting during at least one Ofsted inspection.
- No restrictions or convictions that will result in an enhanced DBS check will not being clear. Fulfilment of Ofsted guidance on employment of appropriate staff.
- Full driving licence and access to own vehicle with insurance to carry children for business.
- Understanding of the Forest School ethos and pedagogy, and preparedness to work with children (and staff) outdoors in a woodland setting.
- Proven competency in office IT systems, including experience in MS Excel, Word and email). Ability to use corporate social media to a professional standard.
- Provable attention to detail.
- A professional standard of English, including legible writing, grammar, spoken, and spelling commensurate with the role.

Desirable

- 12 months experience working closely with the MD of harlequin to thoroughly understand her ethos and values for the business, staff and children, and to be able to demonstrate and promote these values across all settings in her absence.
- 5 years' experience of working with primary aged and pre-school children within an education or club establishment.
- 12 months experience of working with 2-5-year olds within an education or preschool establishment.
- Management of a setting inspected as Outstanding by Ofsted during term of management. Understanding of setting improvement plans and the need for continuous reflective practice.
- Management experience of running multi-site out of school club and pre-school settings.
- 12 months experience working in a Forest School setting, ideally with a formal Forest School qualification.
- Experience in safer recruitment for a childcare environment.
- Current outdoor first aid training.
- The desire to build a career in Out of School Club and pre-school management.
- Drive and energy to develop a career in childcare through professional study and best practice.
- Category D1 on the driving licence with willingness and ability to drive our minibus.

Signed on behalf of the Club

Date Reviewed: 16 November 2019

Date for next review: 13 November 2021

