

Job description – Setting Manager

Harlequin is committed to placing the best interests of children’s welfare, care and development at the centre of all staffing matters.

The Manager is to be responsible to Club’s Managing Director and Area Manager.

Job activities

To manage the day-to-day organization and running of the out of school club. 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. 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. Maintaining all paper and computer records to ensure they are accessible, legal, current and factual and compliant with the requirements of the Data Protection Act, Ofsted and company policies.
5. Ensuring club policies and procedures are up to date and robust.
6. Managing customer contacts, including taking and receipting of payments.
7. Carrying out frequent and documented Risk Assessments.
8. 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.
9. Collection of children from school and dropping them off at school as required.
10. Encouraging parental involvement and support.
11. Shopping as necessary.
12. Being a positive and professional role model to staff, children and parents.
13. Supervision of the preparation and clearing of refreshments and mealtimes.
14. Administering first aid as appropriate.
15. Ensuring close liaison with parents, schools and other professionals.
16. Attending meetings as appropriate.
17. Carrying out all responsibilities and activities within equality and diversity principles and legislation.
18. General house keeping 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.

19. Promoting and advertising the club in a positive manner in the community.
20. Continually and actively seek to achieve and maintain child occupancy at least 90% within the setting.

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

21. Managing and leading the team of play workers. Including providing, training, advice as necessary and mentorship when agreed with the Area Manager or Managing Director.
22. Motivating all staff to be professional and appropriate at all times.
23. Ensuring that all staff have the necessary training and have access to further appropriate training.
24. Ensuring, as far as is reasonable, staff are not at risk of mental or physical harm through dangerous situations, equipment and attitudes.
25. Maintaining staff discipline.
26. To carry out regular staff appraisals and supervisions meetings.
26. Ensuring rotas are available to staff, giving them plenty of notice of their duties.
27. Ensuring self and staff understand and adhere to the handbook rules at all times.
28. Ensuring self, staff and visitors understand and adhere to the company policies at all times.

Employment conditions

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

27. 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.
29. Being ready for duties at the specified start time of your shift.
30. Informing the Club owner 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.
31. Accepting responsibility to stop any unsafe or dangerous activities. Safety of all who attend the Club is paramount and the duty of all staff.
32. Information submitted on an employees application form shall form part of their contract and evidence of qualifications is essential.



Person specification

Essential

- Training and qualification to NVQ III in Playwork or better.
- 12 months experience of working with 4-11 year olds within an education or club establishment.
- Ability to maintain a cohesive, effective and efficient team.
- Ability to manage team and deploy staff appropriately and fairly.
- Ability to train, coach and advise playworkers and provide mentorship when necessary.
- Ability to plan, lead and evaluate activities to stimulate and engage the children attending the club.
- 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.
- Hold (or be prepared to train for) designated safeguarding lead training.
- Ability to work on own initiative without the need for supervision or direction.
- 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.

Desirable

- 5 years experience of working with 4-11 year olds within an education or club establishment.
- 12 months experience of working with 2-5 year olds within an education or preschool establishment.
- Management experience of running an out of school club setting.
- A current paediatric first aid certificate.
- The desire to build a career in Out of School Club management.
- Drive and energy to develop a career in childcare through professional study and best practice.
- Understanding of the Forest School ethos and enthusiasm to work out doors with children.
- Current driving license and own transport.
- Category D1 on the driving licence with willingness and ability to drive our minibus.

Signed on behalf of the Club

aypayne

Date Adopted: 08 August 2018

Date for review: 08 August 2020

