

Waterbeach After School Play Scheme

Waterbeach Playhouse, High Street, Waterbeach, Cambridge CB25 9JU
OFSTED NO: - 221946



Job Description Setting Manager

Job Title: Manager

Job Purpose: To lead an effective childcare team delivering a high quality, flexible childcare service that meets the needs of the children and their families. To be responsible for the day-to-day organisation and operation of the club. To provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.

Based: Waterbeach Playhouse (some administrative tasks may be carried out from home)

Line manager: Management Committee

Responsible for: Deputy Manager, Coordinators and Play Workers

Working relationships: Children attending the club and their parents or carers, WASPS staff, WASPS Management Committee, Waterbeach Primary School, after school activity providers at Waterbeach Primary School, registering and regulatory authorities.

Main duties include:

- Working in partnership with the WASPS Management Committee and staff as part of a highly motivated and professional team
- Administering the management of WASPS according to the decisions of the WASPS Management Committee
- Providing a high quality, safe, caring, and stimulating environment for the children attending WASPS, including the collection of children from school and the safe delivery of children to parents/named carers
- Leading and managing WASPS staff, coordinating staffing arrangements and arranging the recruitment process of new staff when required
- Providing staff with appropriate inductions, support and supervision, identifying training needs (including one's own), holding regular staff meetings and following up on any staff-related issues or concerns
- Developing and maintain good communication with all members of the club, with the school, and especially with parents
- Attending WASPS Management Committee meetings and Joint Venture Committee (Premises) meetings
- Following up with actions from the Premises meetings regarding the maintenance and upkeep of the building
- Working alongside the Treasurer and Financial Administrator in financial matters

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- and assisting in preparing budgets
- Maintaining the online booking system (IPAL), keeping family accounts updated and following-up late payments
- Being the Equals card-holder and making regular purchases for the club
- Accessing childcare funding from government organisations
- Ensuring staff and child records, registers, and logs are properly maintained
- Ensuring that club policies and procedures are kept up to date and are adhered to
- Understanding and applying the Statutory Framework for the Early Years Foundation Stage
- Being the Designated Person responsible for children safeguarding in the setting and having regular meetings with the school DP
- Promoting WASPS Equal opportunities and safeguarding policies
- Monitoring and maintain a healthy, safe, and secure working environment
- Ensuring that all the club's sessions (breakfast, after-school, and holiday club) have the staff required
- Supporting the club's sessions as and when needed
- Carrying out any other reasonable additional duties as may be required by the WASPS Management Committee.

Designated Roles:

- Designated Child Protection Officer
- Equalities Named Coordinator (ENCo)
- Early Years Foundation Stage (EYFS) Coordinator
- Behaviour Management

Working hours:

The working hours follow the Waterbeach Primary School term time calendar. During term time, the Manager is expected to work 32.5 hours per week, with each day broken down as follows:

- 1.5h in Breakfast club (7:30am to 9:00am)
- 3h in After-School club (3:00pm to 6:00pm)
- 2h admin

During school holidays the club may offer sessions depending on demand. The holiday club is normally offered during half terms, three days over Christmas, one week in Easter, and two or three weeks in summer. The holiday club opens from 8:00am to 6:00pm and you would be expected to cover part of this schedule (am shift, pm shift, or all day).

Any work conducted during holiday club will be paid as extra-time over and above your contracted salary.

You are expected to take statutory holiday during the school holidays and when the holiday club is not running. This is usually 3 weeks in summer, 1 week in Easter, and 1 week in Christmas, in addition to all bank holidays.

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Salary range:

The anticipated salary range is between £20,000 and £24,000 depending on experience. Additional income may be earned by working during the holiday clubs. However, these are not guaranteed to run and depend on demand.

Minimum requirements:

- NVQ Level 3 in childcare, or equivalent
- Experience as a childcare practitioner
- Experience supervising staff
- Ability to plan sessions
- Ability to create reports using Microsoft Office products
- Ability to communicate effectively
- Ability to work under pressure
- Safeguarding training
- Ability to understand and control spending to meet financial constraints
- Can work independently

Desirable requirements:

- Experience in management of resources
- Experience in personnel development
- First aid training