

## The Bellbird Primary School

### Manager - Out of school Care club

#### Job description

**Hours:** 15 – 20 hours (flexible depending on level of experience) term time to include both before and after school

To work additional holiday clubs during school holidays and training days by negotiation.

#### Qualification:

Applicant must hold a level 3 NVQ Childcare

#### Role purpose:

To provide safe, stimulating and enjoyable care for children attending both Breakfast Club and after school club, FLASH, having regard for policies and procedures currently in place.

#### Main responsibilities:

- The day to day organisation and management of the setting and staff
- To act as an ambassador for the organisation and maintain a positive image for its aims and work
- To ensure parents are provided with high quality childcare at all times:
- To establish and maintain positive relationships with children and their families in a way that values parental involvement
- To ensure that the care takes into account the individual development needs and enables all children to reach their full potential
- To work within the Children's Act 1989 and ensure that local standards and guidelines are adhered to
- To plan and prepare exciting play opportunities that meet the children's developmental needs and stimulate their learning
- Have responsibility for the management of the online booking system
- To observe and assess children's developments and share their achievements
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion
- To actively participate in reviewing and implementing policies and procedures to ensure equality of access for children and families
- **To be vigilant in strictly adhering to policies and procedures, especially safeguarding, that may impact on child safety in any way**
- To ensure that all policies are kept up to date
- To carry out the duties and responsibilities of the post with regard to the equal Opportunities Policy
- To manage your team, including carrying out appraisal, having regard for the continued professional development
- To liaise with leaders of other clubs taking place at the school
- To carry out any other duties which will be seen to enhance the work of the organisation