

## POP UP CARE CLUBS



### JOB DESCRIPTION

<b>Job Title:</b>	Manager
<b>Salary:</b>	£12.50 - £13.50 an Hour Term Time 35 Hours Pro Rota (Dependant on qualifications & experience, 8 months' probation period)
<b>Responsible To:</b>	Directors of the company
<b>Responsible For:</b>	Pre School Deputy, Pre-School Assistants, Apprentices
<b>Key Relationships/</b>	Parents, Carers, Braunstone Town Council, Local Primary Schools
<b>Liaison with:</b>	Reception/Foundation Stage Teachers
<b>Job Purpose:</b>	Provide high quality flexible childcare for families from the local communities. Oversee the operation of the settings to the highest standards.

#### Main Duties and Responsibilities:

1. To interact with all children and to work well as a team.
2. To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the setting.
3. To partnership work with parents e.g. new ideas, queries and complaints.
4. To be the lead for safeguarding policies and procedures at the setting.
5. Promote, create and maintain an appropriate ethos that attracts and encourages the children.
6. To contribute to the strategic planning, monitoring, evaluation and development of the setting.
7. To ensure that all records are accurately maintained and in line with all policies and procedures.
8. Monitor and identify staff training needs and facilitate training opportunities through regular supervision and appraisals of all staff.
9. Contribute to and lead the team effort.
10. Monitor and evaluate activities, prepare brief written reports when necessary and support setting SENCO.
11. Supervise, support and assist Children undertaking activities, ensuring that all children have equal opportunity to develop their individual and team working skills.
12. Safeguard the children and be aware at all times of appropriate health and safety procedures.
13. Attend and organise staff meetings as required including supervisions.

14. To manage HR of the setting and report to all relevant bodies.
15. SEND Deputy – to liaise with health professionals, LA, health professionals and parents as and when required.
16. Supervision of Pre-school deputy, Pre-School Assistant / Apprentice
17. To implement and uphold policies and procedures as well as reviewing them as and when required.
18. To ensure that the 7 areas of learning are catered for everyday and the EYFS is followed by all staff.
19. Be aware of confidentiality issues linked to home, school, teacher and to keep confidences as appropriate.
20. ENCO Lead – To ensure that equal opportunities are upheld through out the setting.
21. FEEE – To ensure all data and DERN numbers are recorded accurately for each child receiving funding. To submit data to the LA on a termly basis with the support of the Directors.
22. Participating in training activities for personal development and for the need of the service.
23. To organise the day to day administration including registers, record keeping, ordering of materials and equipment within a given budget.
24. To work in partnership with outside agencies including health professionals, LA, schools etc.
25. To be responsible for any staff making sure they have a current DBS, request and check references, supervising their time at the setting and making sure they are aware of all the settings policies and procedures.
26. Ensure all Staff and volunteers training is kept up to date, including DBS, Safeguarding and food hygiene, FGM and prevent.
27. To ensure safe working practices including ratios are adhered to at all times.
28. To ensure all staff inductions are completed and signed off in a timely manner.

**Other Duties:**

1. To ensure good team work.
2. To undertake any other tasks required of the role

**This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous convictions.**

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job description approved by: ..... Date:.....

Employee Signed:..... Date:.....

Employer Signed:..... Date:.....

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### PERSON SPECIFICATION

Job Title: Area Manager

Grade: 6

	Essential	Desired	How Assessed
<b><u>Qualifications</u></b>			
Child Care NVQ 3	*		Application/certificates
Group 6	*		Application/certificates
Safeguarding			
Paediatric First Aid	*		Application/certificates
Food and Hygiene			
FGM Training	*	*	Application/certificates
Prevent Training	*		Application/certificates
Child Sexual Exploitation	*		Application/certificates
SEN	*		Application/certificates
EAL		*	Application/certificates
<b><u>Experience</u></b>			
Minimum of 3 years' experience of working with children in a play environment.	*		Application
Supervising staff	*		Application/Interview
Management of a pre-school setting	*		Application/Interview
<b><u>Knowledge</u></b>			
Willingness to attend courses to update knowledge.	*		Interview

Knowledge of Safeguarding, Child Protection and appropriate Health and Safety Regulations.	*		Interview
<b><u>Skills/Attributes</u></b> A high standard of literacy and numeracy skills.	*		Application/Interview
A loving and caring attitude towards children.	*		Interview
Excellent communication and interpersonal skills.	*		Interview/Reference
Ability to work as part of a team.	*		Interview/Reference
Have the ability to be responsive in situations and show initiative.	*		Interview
Must be able to take instructions.	*		Interview
<b><u>General Circumstances</u></b> Attendance – evidence of regular attendance at work	*		Application/Reference
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations.	*		Application/Interview
Full Driving Licence		*	Application
Self Employed		*	Interview

