

Out of School Club Manager

£21,000 pro rata

# About PLAYtarium

PLAYtarium is a dynamic not for profit organisation providing a full programme of educational and recreational activities for children aged 4-12 years, which the children and staff design together.

Our staff work in partnership with primary schools, families and the wider local community to ensure that children are offered the best possible experience during their time with us and that all those involved in delivering the service work in professionally supportive environment where professional development is actively encouraged. PLAYtarium staff make it all work!

Training is provided from the outset to support all staff.

# Job Description

The Out of School Club Manager will oversee the running of daily activities, ensuring that children are safe and happy during their visit. They will maintain the Club according to the prevailing legislation and meet Ofsted standards and will work with PLAYtarium and the school to promote the welfare of children. They will assist PLAYtarium to design, promote and develop services that are new or different to the standard, offering an in-situ perspective of how ideas succeed in practice.

The Out of School Club Manager role is demanding and rewarding. They will contribute to facilitating and stimulating discussions at manager meetings, encourage colleagues to share good practice and common difficulties with a view to jointly proposing more effective ways of working, including sharing activities plans they have developed.

The diversity of this key role requires a dynamic, energetic and innovative person. They will have the ability to form effective relationships with parents, staff and children and implement positive actions into their work. The Out of School Club Manager is expected to work in a team setting taking complete charge of the service within a clear framework of policies and procedures that has been developed by managers over many years. The Out of School Club Manager is required to attend compulsory monthly manager meetings to discuss future developments, strategic planning, updates in childcare legislation and any other business related to the service.

# Main responsibilities

As an Out of School Club Manager you will:

* Be organised and efficient.
* Be responsible for overseeing the running of the daily routine and the activities programmes, ensuring that children are safe and happy during their visit and that the service is fully advertised to children, families and within the school itself.
* Manage and coordinate staff and volunteers according to policy and procedural guidelines.
* Ensure that PLAYtarium’s Child Protection and Safeguarding policies and procedures are promoted within the Centre and adhered to by all members of staff.
* Be the local person in charge, responsible for seeing that the out of school service is run in accordance with current legislation, meets Ofsted inspection standards of ‘good’ or ‘outstanding’ and provides a high quality service to children and families.
* Work closely with the team at Head Office to identify resource needs, plan programmes, advertise the project within the community and implement policies.
* Work closely with Head Office to ensure that every penny counts for children, that money is not wasted in unnecessary administration or lost in theft, fraud or payment default.
* Be responsible and able to manage a budget for your service and the breakfast club (if applicable) and account for expenditure.
* Work closely with Head Office to ensure that paid and unpaid staff are managed in a professional manner and that teamwork is positively encouraged by holding regular staff meetings. You will expect the highest professional standards of all staff, and will achieve this by setting a consistent, professional but friendly example and take early action to reward excellence or tackle unsatisfactory performance.
* Be responsible for producing and submitting electronic and other records of attendance and collating simple monitoring information. You are expected to complete routine tasks and submit information according to deadlines without the need for reminders.
* Attend regular Manager meetings and briefings and ensuring your own professional development is ongoing and pertinent.
* Carry out any other duties that are asked of you and could reasonably be considered to be within the remit of the Out of School Manager.

# Benefits

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| Pay | * £21,000 pro rata
* Salaries are paid on the last working day of the month in arrears
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| Other Benefits | * Subsidised places: Your own children aged 4-12 may attend PLAYtarium services and holiday schemes at a subsidised staff rates
* Work pension scheme
* Excellent training opportunities
* Professional, supportive work environment
* Access to employee benefits through Perkbox
* 28 days holiday which includes the bank holidays
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| Hours ofwork | * 19 hours: from 2.45pm to 6pm every weekday during term time and once once a week to attend the Breakfast Club 7.30am to 9pm to monitor and assist the staff running it plus 1.25 hours to complete additional tasks.
* *Or* 25 hours: from 7.30am to 9am & 2.45pm to 6pm every weekday during term time plus 1.25 hours to complete additional tasks.
* 25 hours a week at the holiday club
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| Place of work | Primarily at St Joseph’s Catholic Primary School, Gardenia Avenue, Luton LU2 during Term Time and Hillborough Junior School, Hillborough Road, Luton, LU1 during the school holidays |

# Person Specification

The Out of School Club Manager will be a confident individual with high integrity. They strive for high personal and professional standards and are able to work well using their own initiative as well as part of the established team.

The Out of School Manager will successfully balance the needs of the children in their care, the professional needs of their staff and themselves within the framework and financial constraints of the organisation and the national legal frameworks that are applied to this field. They will face daily challenges and must be capable of responding promptly and appropriately including keeping good records.

The Out of School Manager will be punctual, reliable and qualified. They will be committed to their own professional development, to the aims of the charity, to working with children and enjoy being part of a professional team.

**Essential Skills**

* A minimum Level 2 in Playwork; Childcare and Education; NNEB; BTEC or any other relevant childcare qualification.
* Minimum of 2 years management or deputy management experience, paid or voluntary, in a relevant setting
* Awareness of Ofsted regulations for childcarers
* Training and some experience in Early Years Foundation Stage
* Current Paediatric First Aid Certificate or be able to train in own time within 1 month
* Current Food Hygiene Certificate or be able to train in own time within 1 month
* Current Health and Safety Certificate or be able to train in own time within 1 month
* Current Safeguarding Children (Child Protection certificate) or be able to train in own time within 3 months
* Proven high professional standards
* Proven ability to organise and facilitate a programme of activities
* Excellent IT competency in Excel, Word, email and internet use
* Excellent written and verbal communications skills in English
* Excellent numeracy and problem solving skills
* Experience of promoting the safety and wellbeing of children and young people

**Desirable Skills**

* Evidence of working within a child protection culture
* Evidence of promoting child welfare and safety
* Understanding and commitment to child welfare and safety
* Knowledge of child protection procedures
* Knowledge of the playwork principles and play cycles

## Planning, Management and Administration duties

Managers work 17.75 hours per week in direct management of their site (this includes one morning at the Breakfast Club), from 2.45pm-6pm daily during term time. Or 23.75 hours per week in direct management of their site from 7.30am-9am & from 2.45pm-6pm daily during term time An additional 1.25hours per week are paid for the manager’s time OUTSIDE of contact time with children in order that they can: food shop for snack, complete planning, attend to administrative tasks, submit reports on time, develop new strategies, attend meetings and training.

**PLAYtarium is an equal opportunities employer.**

# Before applying for the position:

Please read the following before making an application.

**Criminal Convictions and ‘Spent’ convictions**

Because we work with children, PLAYtarium is exempt from the conditions of the Rehabilitation of Offenders Act 1974 and subsequent amendments. This means that you must disclose any and all criminal convictions, and police cautions, even those which are considered ‘spent’ under the Act.

**This position is subject to an Enhanced Disclosure (DBS).**

**PLAYtarium will not consider applications from people with convictions for any violent or sexual crimes.**

**If you think that a conviction may affect your chances when applying for work at PLAYtarium, please contact us for a copy of our recruitment policy, which gives details of how we treat different convictions and cautions in relation to recruitment.**

Please make sure that you understand the hours of work and rate of pay before applying.

The Out of School Manager works 19 hours or 25 hours a week. If you are in receipt of benefits, child tax credits and/or have been recently unemployed, check with your local centre/agency for advice on how this employment will affect you.

# To apply for the position:

Please complete an application form and return it to PLAYtarium:

Email: **recruitment@playtarium.com**

It is not the policy of PLAYtarium to contact those applicants who have not been invited for an interview, so if you have not heard from us after the short-listing date you should assume that, on this occasion, your application has not been successful. If you want confirmation that we have received your application, please send a stamped address envelope with your application or ask for confirmation in your email.