

Camp Glide Setting Manager



JOB DESCRIPTION

Hours of work: Full Time Position: up to 40 hours per week; in the school term time and the school holidays; compulsory hours during setting times, some hours can be self-managed.
Part Time Position: 22 hours per week in the setting; term time only.

Salary: £22,000 – £23,000 pro rata

You will be responsible to: Camp Glide, Director
You will be responsible for: see Job Profile

We have an amazing opportunity for someone looking to develop their leadership skills in the childcare sector. With the support of our wider management team you will lead a dynamic team in delivering high quality play for children aged 4 - 11 years of age and take an active role in the development and daily management of our thriving and successful before and after school clubs.

If you are a committed and enthusiastic childcare professional join Camp Glide, a growing childcare provider in the Redhill and Reigate area with many before and after school clubs as well as a thriving holiday club.

We have lots to offer from incentive packages and company benefits to training opportunities and days filled with fun!

Person Specification:

We need someone who:

- Has NVQ Level 2/3 or equivalent qualification in Playwork, Childcare, Early Years or holds Qualified Teacher Status.
- Holds a basic food hygiene certificate or is willing to gain one
- Has a minimum 2 years experience of working with children aged 4 – 11 years
- Has working knowledge of relevant national regulations and guidance including the EYFS
- Has knowledge of policies and procedures relating to child protection and health and safety and can implement them effectively.
- Can provide and facilitate an inclusive, safe and creative play
- Communicates well with a wide range of groups and individuals
- Works well as a team member
- Uses own initiative, judgement and common sense
- Understands the range of needs which children and their families may have, including SEND
- Understands the key issues relating to quality playwork.
- Has basic skills in ICT

and it would be desirable if they:

- Hold a Paediatric First Aid certificate
- Have experience of working with children aged 4 - 11 years in play setting
- Have experience of working with children with Special Educational Needs
- Have good ICT and administrative skills.

Key responsibilities:

- Be responsible for the safe and effective running of the setting, developing and maintaining high standards throughout.
- Supervision of staff, any parents/carers and volunteers, participating in their selection, supporting their induction and training to ensure that they are aware of their duties, maintain high standards throughout the club, ensure the health and safety and welfare of the children and implement activities in line with national regulations and guidance.
- Ensuring that relevant national standards and guidance are met and exceeded at all times.
- Manage setting staff and in ensuring staff maintain high standards throughout the setting. Actively managing staff to facilitate their development
- Ensuring that children, whilst in the setting, have access to appropriate activities to support their physical, emotional, social, communication and language development at all times, giving consideration to ethnic, cultural and linguistic backgrounds.
- To actively participate in the operational delivery of good quality play and care provision for children attending the Club. Leading by example.
- Develop the setting and review of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the setting.
- To ensure the health, safety and welfare of all children through the observation of the Club's policies and in particular, the Health and Safety policy.
- To manage behaviour in accordance with our Behaviour Management policy.
- To undertake the role of Safeguarding lead within the setting. Identifying any potential child protection issues related to specific children or to the overall running of the setting. You will be supported by the Camp Glide director.
- To prepare for and facilitate any inspections of the setting, e.g. OFSTED, and assist with implementing any recommendations that may result from inspection.
- To implement the Operational Plan, explaining how the setting runs and how the resources are used to meet the needs of the children.
- To undertake administrative procedures.
- To assist Camp Glide with the collection of parents fees.
- To keep up-to-date with relevant new legislation procedures and requirements, including hygiene and health and safety regulations.
- To develop and maintain good communication with all staff, head teacher, parents and with the wider community.
- To promote the Club, its values and message
- To respond to enquiries from parents.
- To maintain good relationships with the School, parents and wider community.
- To ensure confidentiality of information in respect of children, parents, carers or staff without compromising safeguarding policy.
- To undertake training as and when necessary.

Work Context:

- The Qualified Manager will be expected to direct and supervise the setting staff.
- The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

- The post holder must have a good understanding of the relevant national standards and guidance for Out of School Care. An awareness of child protection issues and procedures is essential.
- The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback for professionals and parents.
- The post holder must have effective organisation skills and the ability to perform administrative tasks.
- The post holder must be sufficiently computer literate to undertake tasks using computers, such as: payment processing, word processing and spread sheets.

Camp Glide is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure and other pre-employment checks will be carried out in line with our safer recruitment policy.

Responsibility

Honesty

Respect

Caring