



Job Description

Job title: Nursery and Care Club Manager
Salary: Grade 8 £11.52 hour
Responsible to: Regional Manager

Core Purpose:

Staff are required to act in accordance with OPOJ vision, values, aims, ethos, policies and practices and under the direction of the Regional Manager. You are required to be highly competent in all elements listed below and to ensure that your achievements and contributions to the Setting are substantial and sustained.

Qualities

Main Purpose: Responsible for the day to day running of a Nursery and Care Club. Administer, maintain up to date records of resources and accurate financial records, manage online registers.

- To provide leadership and management for the setting.*
- To be responsible for the delivery of outstanding care of all children and ensure that learning opportunities are met*
- To enable the child to develop in different context: social, emotional, physical and intellectual through play*
- To be a role-model, lead and supervise the settings staff*
- To report any concerns or problems to the Regional Manager*
- To lead a strong routine and make sure it is followed, along with Policies and Procedures and Working Manuals*
- To lead the planning and resourcing of activities. To ensure the setting has a good variety of activities on offer to stimulate the children and when necessary adhere to the EYFS.*
- To attend all courses relevant to enhance your career and benefit the setting. To encourage staff to book training through Performance Management.*
- To reflect on daily practice and continuously develop and implement the setting quality improvement action plan*

Key Responsibilities

- Be responsible for the programme of activities ensuring they are interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.*
- Be responsible for the safety and well-being of setting users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.*
- Ensuring parents, carers and other visitors are made to feel welcome when visiting the setting and they receive appropriate information and advice.*
- Maximising the learning value of the activities by planning and evaluating activities.*
- Be responsible for the compliance of required documentation, for example registration of children, Ofsted requirements and safeguarding.*
- Be responsible for all aspects of finance, for example managing the financial software ensuring that places are booked and parents / carers charged accurately.*

- *Be responsible for the collection, recording and reconciliation of payments.*
- *Ensuring financial systems are maintained for annual audit.*
- *Ability to understand and liaise with a range of stakeholders.*
- *You will be leading planning meetings and engage in discussions and decision making about children's next learning steps.*
- *Prepare resources and set up for each session ensuring quality and quantities are adequate.*
- *Use knowledge and understanding of the curriculum, and the age range, to teach individual and groups of children according to the objectives agreed at the planning stage.*
- *Make regular assessments of progress for key worker group on the pro forma agreed.*
- *Liaise with parents on an informal basis as necessary and attend and report to parents at consultation evenings.*
- *Training will be given to ensure you are fully aware of the systems in place.*
- *Pay due regard for safe and effective transfer of all children to other adults e.g. lunchtime staff, parents and carers. Ensure that any necessary information about incidents, behaviour to these adults as necessary.*

Tasks

The main duties and responsibilities of the post holder are indicated below, other duties of an appropriate nature and level will also be required

- *Lead and co-ordinate a variety of age appropriate opportunities for the children.*
- *Lead groups of children in learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Prepare for activities where necessary.*
- *Evaluate events and activities and contribute to the development of setting including making recommendations for change and development of the activities.*
- *Ensure safe use of equipment and facility without endangering themselves or other users.*
- *Ensure that conditions conform to the appropriate health and safety standards and are suitable for the activity planned. Ensure that the premises, fences, gates, etc. are secure, reporting defects promptly to Regional Manager and site Caretaker.*
- *Lead and advise less experienced workers in the setting.*

Person Specification

The post-holder will be expected to have:

- *At least a Level 3 in Childcare, or equivalent qualification.*
- *The ability to lead and manage a team.*
- *Knowledge of EYFS and statutory requirements.*
- *A basic awareness of health and safety practices.*
- *Understanding relevant administration procedures including children registration requirements.*
- *An understanding of equal opportunities issues and practices relating to the aims and objectives of community groups.*
- *A knowledge of basic record keeping and filing.*
- *Safeguarding awareness*

Aptitudes

To demonstrate the ability to:

- *Lead and work as part of a team, sharing working knowledge and skills*
- *Develop a range of skills associated with leading a team*
- *Work flexibly, be able to rearrange work plans in relating to changing priorities*
- *Interact sensitively with other workers, children and parents*
- *Listen and understand the needs, aspirations of children*
- *Able to quickly assimilate new procedures and working methods*
- *Administer first aid and understand first line child protection with training*

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated; these will include:

- *Motivation to work with children and young people,*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people,*
- *Emotional resilience in working with challenging behaviours,*
- *Attitudes to use of authority and maintaining discipline.*

SAFEGUARDING CHILDREN: *All staff are required to follow the Fierté Multi Academy Trust, National Safeguarding and employment policies/ agreements to ensure that all children are safeguarded as a priority in our setting. Staff are expected to report any concerns, by following proper child protection procedures already established in the school and working with the Designated Person(s) for Child Protection at the setting.*