

<b>POST TITLE:</b> Zest Childcare Manager	<b>GRADE-£13.52 per hour</b>
<b>RESPONSIBLE TO:</b> Commercial Manager Futura Commercial Services Ltd	
<b>DATE:</b> June 2024	

**Responsible for** Play Assistants

**Key liaisons** Multi Academy Trust School staff and leadership teams  
Parents and students  
Governors  
External Agencies  
Visitors

**Hours of Work**

Breakfast Club 08.00 to 09.00, After School Club 15.00-18.00,  
Term Time Only, permanent.

**Purpose of role**

Manage a team of play assistants and oversee the day to day running of the breakfast and afterschool club. Organise, plan and take part in the running of day to day activities with the children within our care. Liaison with parents, management and school staff ensuring sessions run efficiently whilst ensuring the children are happy and safe at all times.

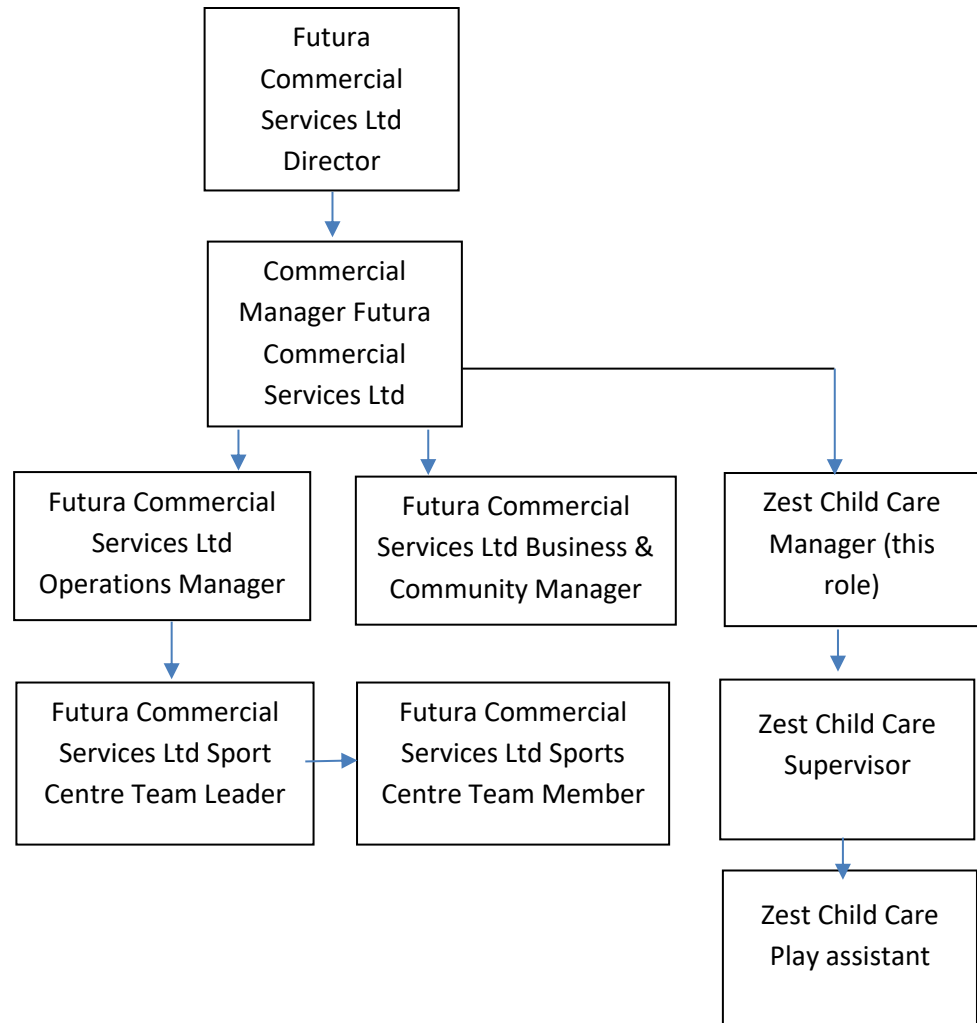
**Duties**

- Plan and work as part of a team to implement a programme of term time after-school activities, delivered within a childcare framework that aims to meet the intellectual, physical, social, emotional and cultural needs of the user group. Ensure that the activities on offer support the broader ethos of the schools.
- Ensure that all aspects of own work are performed within established control procedures necessary for the professional operation of a childcare facility.
- Be responsible for logging and attending to any incidents and/or accidents following our managing incidents/accidents policy.
- To be responsible for Food hygiene and allergens and ensuring the legislation and requirements are maintained and report concerns to your line manager.
- Work as part of a team to ensure that the parents, carers and children’s expressed wishes in respect of the delivery of the care they receive are facilitated where possible.
- In conjunction with the staff team assume responsibility for ensuring the building, its environment (and surrounding playground equipment if applicable) is safe, secure and that the risk from any identified hazards is minimised, reporting all repairs and faults to their line manager.
- In conjunction with other members of the staff team is available as a positive role model to children, offering them appropriate advice and support where necessary.
- With other team members attend regular meetings as required contributing to problem solving and decision making.
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may

have in relation to safeguarding and/or child protection and record these on the day, on given concern form.

- Generally promote the services of the ZCC by assisting the public in person or by telephone in a helpful and courteous manner.
- To ensure that the facility location is maintained and kept to a high standard and returned ready for use during each school day.
- To undertake any other duties as required commensurate with the post.

## Structure



## Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

## General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Zest Childcare Supervisor</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Educated to A level or equivalent.	<b>D</b>
Good level GCSE/O level in English and Maths.	<b>E</b>
Industry accredited childcare qualification or teaching qualification	<b>D</b>
Relevant 1 <sup>st</sup> aid or Paediatric 1 <sup>st</sup> Aid Qualification (or ability to achieve)	<b>E</b>
Food hygiene qualification	<b>D</b>
<b>Experience</b>	
Evidence of suitability to work with children and young people	<b>E</b>
Experience of working in a customer facing environment delivering exceptional standards.	<b>E</b>
Experience of working with early years.	<b>E</b>
Experience in dealing with complaints and enquiries	<b>D</b>
Experience in food hygiene and allergens	<b>D</b>
<b>Behaviours</b>	
Management and leadership behaviours	<b>E</b>
Ability to be self-driven and do what it takes to get the job done.	<b>E</b>
Enjoys working as part of a team and within a common goal environment.	<b>E</b>
Ability to be flexible within shift patterns including early mornings and later evenings.	<b>E</b>
A motivational and positive, infectious attitude.	<b>E</b>
An 'own it' attitude ensuring standards are kept high consistently.	<b>E</b>
<b>Skills</b>	
IT skills using Microsoft programmes, email and printing services.	<b>D</b>
Strong customer experience engagement.	<b>E</b>
Strong communicator across all levels.	<b>E</b>
Cash handling experience	<b>D</b>
<b>Attributes</b>	
Committed to the Wellsway Multi Academy Trust aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>D</b>
<b>Other</b>	
Occasional work outside normal working hours - prior notice given	<b>E</b>
Good sense of humour and want to have fun	<b>E</b>