



HONEYCROFT JOB DESCRIPTION

JOB TITLE	Out of School Services Manager
DAYS OF WORK	part time hours available to fit with other work / life balance. Minimum 20 to 30hrs per week all year around with option of additional hours during school holidays and cover.
RATE OF PAY	£12.65 to £15 per hour
LINE MANAGER	Services Manager
ANNUAL LEAVE	4 weeks plus bank holidays in addition, extra day allowance for 'birthday' month after one year of service

AIM OF THE POSITION

To work in a management role overseeing the Out of School team to deliver exceptional inclusive childcare in a safe and stimulating environment.

ALL STAFF

1. To be committed to the aims and objectives, vision, and values of Honeycroft.
2. To be familiar with and committed to the implementation of all policies ensuring all procedures are reinforced and correctly always adhered to.
3. To ensure confidentiality and discretion is always maintained.
4. To act in a professional manner and always be a positive role model when representing Honeycroft.
5. To support the centre's communication & marketing strategy and fundraising strategy.
6. To encourage and promote wider family engagement at Honeycroft.
7. To contribute to the development of the quality of the team by developing own knowledge of child development, taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions as reasonably required.

SPECIFIC TO THE ROLE

9. To work as part of a team to deliver exceptional childcare in accordance with the Statutory Guidance and other legislations by.

- a) Co-ordinating the Out of School team including working closely with volunteers and students.
- b) Overseeing the club and ensuring the general smooth running of the service, ensuring staff are fully informed and directed including when working off site.
- c) Lead the planning and delivery of a range of pre-planned activities ensuring staffing and resources are in place.
- d) Contributing to the development of the club by promoting and recruiting new families and ensuring children's ideas are included in the planning of future activities.



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- e) Ensuring the participation of each child by working with team to address individual children's needs.
- f) Ensuring the general health, safety and welfare of the children attending each session including the personal care, medication and any special dietary requirements are met.
- g) Dealing with all enquiries in an effective and professional manner.
- h) Maintaining the cleanliness and tidiness of equipment and leaving the premises in an orderly state.
- i) Reporting any damages or replacement materials required to the line manager.
- j) Overseeing the implement of the supervision of all staff in the Out of School service, including running regular team planning sessions.
- k) Liaising with the Learning & Development Manager to address any learning and training needs of the team regarding.
- l) Keeping all necessary paperwork and records in order including registers, accident forms, medication administration forms and child contact details.
- m) Reporting any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the designated safeguarding lead.
- n) Ensuring the 'supervisor / manager on site' task list is completed at the end of each session, including being responsible for opening and closing building as required.
- o) Liaising with the line manager on a regular basis to provide updates on pre-agreed targets and objectives.

AND FINALLY...

10. To undertake any necessary training and carrying out other duties associated with this post for the effective running of the service.



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PERSON SPECIFICATION

Essential

1. Appropriate and relevant qualifications to carry out the job description, in childcare education / playwork.
2. Enhanced DBS to be completed and paid for by Honeycroft and two relevant reference checks obtained before start date.
3. The ability to oversee the delivery of a high quality, inclusive service for primary school aged children.
4. An understanding of children's development, their needs, and the provision of positive, safe play.
5. The ability to understand and implement all Centre policies and procedures.
6. The ability to work on own initiative and as part of a team supervising other staff members.
7. The ability to communicate effectively, building a relationship of trust child / ren, their parent / carers and staff team.
8. To possess a good standard of literacy and the ability to keep accurate records up to date and contribute to report writing as appropriate.
9. The ability and willingness to attend staff meetings, training courses and open events as appropriate.

Desirable

- Experience of carry out staff supervisions.
- Current safeguarding training.
- Current First Aid certificate.
- A food and hygiene certificate.
- Able to speak another / other languages.
- Additional skills in either art, music, storytelling, dance, yoga, or sport.