

PINKIE ST PETER'S OUT OF SCHOOL CLUB



JOB DESCRIPTION

Job Title:	Team Manager
Contract/Hours of Work:	Permanent/ 35 hrs per week, term time and five weeks holiday club per year
Location:	Pinkie St Peter's Primary School, Musselburgh
Reports to:	Management Committee
Rate of Pay:	£11.18 per hour

JOB PURPOSE/PURPOSE

To organise and provide a varied and safe range of activities for all children attending the club, appropriate to their age and individual needs.

To ensure the smooth running of the club on a day-to-day basis and to supervise and organise the work of the other club staff, ensuring Care Inspectorate standards are adhered to at all times.

KEY RESPONSIBILITIES

- To plan, prepare and deliver safe, creative and appropriate activities in partnership with the children attending the club.
- To be responsible for the Health & Safety of the children and staff by:
 - Dealing with accidents and emergency situations appropriately including maintaining accurate records of incidents, with regular reviews and further action taken as required.
 - Ensuring adequate, daily staffing levels.
 - Ensuring the care and maintenance of equipment and materials.
 - Carry out Risk Assessments within guidelines and with regular reviews.
- To manage a small staff team on a day-to-day basis, providing regular and timely feedback including formal quarterly annual reviews.
- To ensure staff are aware of and adhere to all relevant policies and procedures, with regulatory body's guidelines in force.
- To complete the clubs Annual Return and Self-Assessment forms using the Care Inspectorate's eForm website.
- To organise regular staff team meetings with clearly agreed outcomes, actions and expectations of each team member.
- To ensure all staff attending statutory training courses within prescribed timescales and maintain a training record for self and staff, with quarterly reviews as a minimum.
- To promote and develop the service in liaison with the Management Committee.
- To be responsible for the completion, update and safe storage of all records.
- To regularly update the Management Committee on all aspects of the club and

- attend the Management Committee meetings.
- To liaise with parents, schools and related agencies to gather feedback and use this to continually develop and adapt the service to meet the needs of our users.
 - Maintain accurate records of bookings and payments made in accordance with club policies and procedures.
 - Support families registering with the club to understand the terms and conditions of using the club facilities.
 - Planning and organising outings/trips and holiday club programme.
 - To ensure club staffing levels comply with current regulations at all times, and to arrange cover when required.
 - To manage all staff HR and administrative duties, with support from the Management Committee.
 - To undertake any other reasonable and relevant tasks as identified by the Management Committee.

PERSON SPECIFICATION

Qualification/Certificates	<ul style="list-style-type: none"> • An appropriate childcare/playwork qualification with relevant management experience • Registration with the SSSC • PVG • Child Protection Level 1 • First Aid (qualification or willingness to undertake)
Experience	<ul style="list-style-type: none"> • Background in working with children aged 4½-14 in a play/childcare setting
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent communication skills • Ability to manage behaviour in a positive way • Ability to relate to and motivate children • Able to demonstrate good leadership skills • Experience of managing staff or volunteers • Experience of liaising with parents/carers • Knowledge of health & safety issues • Knowledge of child protection issues • Able to use initiative • Flexible in approach • Good organisational skills • Friendly and caring attitude • IT literate • Good sense of humour