

Moorside Community Primary School

Post:	Childcare Manager Wrap Around Care – Breakfast, Afterschool and Holiday Club
Job Title:	Childcare Manager
Grade:	Grade 2C
Location of work:	Moorside Community Primary School
Directly responsible to:	School Business Manager and Head Teacher
Directly responsible for:	Playworkers, childcare support workers
Hours:	20 hours per week all year round Employees are required to work throughout the year with rotating hours, including split shifts during term time, scheduled from Monday to Friday between 07:30 and 18:00.
Primary purpose of the role:	<ul style="list-style-type: none"> To develop and oversee the provision of high-quality play experience occurring in breakfast, afterschool and holiday club. To plan for the continuing growth and development of this provision Ensuring the smooth day-to-day running of the service and offering support and care to children and their families Work with and support staff in all aspects of the provision to ensure effective delivery of the care curriculum. Ensuring the provision meets the needs of the users

Main duties and responsibilities/accountabilities

- Contribute to and ensure the development, planning, implementation and evaluation of a high-quality play/care curriculum which meets the needs of all children and their families
- To provide full care for the children including safe delivery to parents and/or named carers. This includes providing a snack.
- Ensure the quality of the provision is consistently outstanding
- Provide high-quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs, promoting learning through play
- To monitor and evaluate the effectiveness of the activities provided and make changes where necessary
- Ensure that all aspects of regulation and guidance such as the National Care Standards for Early Education and Child Care up to the age of 16 are met
- Develop and maintain a positive ethos within the provision and employ positive behaviour management strategies as appropriate
- To effectively manage available resources to enable the delivery of an engaging curriculum. Ensuring resources are appropriate and engages children regardless of age or ability
- To manage and lead a team of play workers to ensure consistent outstanding delivery of the appropriate play care curriculum
- To hold regular team and planning meetings
- Ensure all staff are fully conversant with school policy and procedures and these documents are followed consistently
- Lead on staff induction and ongoing training to ensure all employees are given opportunities for their own personal development
- Work with parents and other professionals to ensure appropriate care and support for individual children is delivered

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- Liaise with schools, other services, agencies, organisations and individuals as required to ensure effective and high-quality delivery of provision
- Ensure the health, safety and well-being of children attending the provision through the application of risk assessments, fire drills and health and safety procedures. Record and report as appropriate.
- Maintain accurate records, registrations, contracts and attendance information
- Ensure the safe handling of petty cash, including keeping receipts and the completion of petty cash slips and books
- Liaise effectively with the Administrative Assistant regarding registers and payment set ups on Parent Pay for attendees
- Prepare full evaluative termly reports on the use and development of the service; prepare other reports relating to the running of the provision on request by the Head Teacher
- To administer First Aid as appropriate
- Ensure communication is effective throughout the provision
- Participate in ongoing training and development

Other Duties

The post holder may be required to perform duties commensurate with this post other than those detailed in the Job Description.

Safeguarding

The postholder must fully understand child protection processes, the need for confidentiality and to ability to liaise with the named child protection officer in school.

The postholder must carry out their duties with full regard of the Salford's Council's Equal Opportunities, Health and Safety and Community Strategy policies.

Please be aware that this post is subject to a Enhanced Disclosure and Barring Service (DBS) check

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Governing Board will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Person Specification / Selection Criteria

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Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Experience			
	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation C = Certificate
Experience of working with children from age of 3 years, young people and families in a formal childcare setting.	E		A, I, R
Experience of staff recruitment and staff supervision		D	A, I
Experience of financial monitoring		D	A, I
Experience of planning and assessing children's progress in accordance with the EYFS	E		A, I
Experience of working with Ofsted during the inspection process		D	A, I

Training and Qualifications			
	Essential	Desirable	Source
NVQ level 3 in play work/childcare/ or equivalent teaching assistant qualification	E		A, I, C
NVQ level 4 in Childcare and Education		D	A, I, C
2 GCSE's A-C or equivalent in English Language and Mathematics	E		A, I, C
Commitment to undertake further relevant training	E		A, I
First Aid Certificate (paediatric) or willingness to undertake		D	A, I, C
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I, C
NEBS/ILM or equivalent level of experience		D	A, I, C
Evidence of continuing professional development		D	A, I

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Knowledge and Understanding			
	Essential	Desirable	Source
Knowledge of current Government legislation relating to early years and child development.	E		A, I
Knowledge of relevant legislation, current policies and codes of practice	E		A, I
Knowledge and understanding of equality and diversity	E		A, I
Knowledge and understanding of safeguarding, health, safety and security, risk assessment, confidentiality and data protection	E		A, I
Understanding of child development and learning	E		A, I
Good understanding of Health and Safety	E		A, I

Personal Skills, Abilities and Competencies			
	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I, T
Ability to provide the children with the opportunity to explore a wide range of activities and experiences, develop friendship and have fun	E		
Ability to work under supervision and as a team member	E		A, I
Ability to liaise and work with outside agencies	E		A, I
Effective record keeping and report writing skills	E		A, I
Ability to facilitate meetings		D	A, I
Ability to supervise staff, effectively prioritise and organise	E		A, I
Ability to plan activities for the children and to allocate staff to the different roles within the club i.e. craft activity, outdoor games, trips etc	E		A, I
Ability to work in accordance with the school's policies and expectations	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I

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Ability to use IT to keep records and support learning	E		A, I, T
Willingness to undertake further training and promote training to others	E		A, I