

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE:	OUT OF SCHOOL CLUB MANAGER
BASED:	LONGSTANTON PRE-SCHOOL
DEPARTMENT:	CHILDREN'S SERVICES DEPARTMENT
RESPONSIBLE TO:	CHILDREN'S SERVICES MANAGER
RESPONSIBLE FOR:	LEAD EARLY YEARS EDUCATORS, OUT OF SCHOOL CLUB ASSISTANTS, EARLY YEARS EDUCATORS, SETTING CLEANER

JOB PURPOSE: The out of school club manager will lead and inspire their team to deliver a supportive, caring and safe environment in which children feel valued. The manager will be responsible for the quality and financial and environmental sustainability of the setting. The manager will actively implement the Charity's Standards and build positive relationships with families and the local community.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To lead and inspire the team to provide a safe and stimulating environment suitable for the ages of the children attending, that supports every child's right to play.
2. To work closely with the Early Years Manager to ensure consistency in the quality of care and education for all children in the setting.
3. To ensure all Early Years Foundation Stage requirements and Alliance Standards and Policies and Procedures are met by all staff consistently.
4. To develop the ethos and vision for the setting, in line with the Alliance's pedagogy, and create a welcoming and family friendly environment and work in partnership with parents.
5. To write, implement and review the settings development plan.
6. To manage and resolve concerns and complaints constructively in line with Alliance Policies and Procedures.

7. To be responsible for and to oversee the day-to-day management, staffing, organisation and smooth running of the Out of School Club.
8. To promote an anti-racist culture and ensure children are free from discrimination.
9. To ensure all children's voices are listened to, respected and acted upon.
10. To ensure that there are effective behaviour support and intervention strategies are embedded and staff are supported in implementing the Alliance's behaviour procedures.
11. To understand the individual needs of children, including health and special educational needs/disability, and ensure all needs are recorded, and acted on.
12. To ensure effective menu planning, ensuring all meals and snacks provided are healthy and nutritious, considering individual dietary needs, cultural preference, diversity, and strict allergy control.
13. To promote environmentally sustainable practice and encourage children's understanding of environmental sustainability.
14. To actively market the setting to ensure high occupancy through engaging with the local community, promoting the setting online and locally and ensuring positive customer feedback.
15. Actively contribute to budget meetings and manage budgets during the year.
16. Complete all funding documentation and ensure funding and fee income is maximised.
17. To follow the procurement process for ordering resources, working with contractors and managing parental fees and debts.
18. To recruit and effectively induct new members of staff and volunteers.
19. To directly manage staff and ensure effective support, mentoring and supervision of all volunteers, students and staff.
20. To be responsible for the safety of children and staff, supporting children to take risks in a safe environment.
21. To be responsible for compliance with Ofsted.
22. To comply with all HR policies and procedures and conduct HR investigations.
23. To be the Designated Safeguarding Lead in the setting. Complying with all Alliance and Local Authority Safeguarding recording and reporting policy and procedures.
24. To ensure adherence to Alliance's code of practice and compliance with all policies and procedures including safeguarding, health and safety and GDPR.
25. To liaise effectively and work in partnership with other professionals and agencies, both statutory and voluntary, as needed.
26. To work flexibly as required by the business including providing cover for other settings in the area.

27. To keep up to date with current good practice and attend any conferences, training events or meetings as identified by line manager.

28. To perform any other duties as deemed necessary by their line Manager.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Minimum of a full and relevant Level 3 Early Years qualification (or equivalent) and ability to meet all standards set out in EYFS.
2. **EYFS 2024 requirement:** newly employed or internal job promotions to EYM must hold a level 2 Math's qualification or must achieve one within 2 years of starting in the position.
3. Proven post-qualification experience in working in early years education and childcare.
4. Proven experience of line managing employees and ability to demonstrate good management practices.
5. Ability to inspire people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
6. Paediatric First Aid Qualification.
7. Basic Food Hygiene Certificate or willingness to complete.
8. Excellent knowledge of EYFS, Development Matters, Birth to Five Matters and current legislation relevant to early years and out of school provision.
9. Ability to role-model effective teaching, positive behaviour support strategies and inclusive care.
10. To understand the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected as individuals with unique needs.

11. Experience of being accountable and responsible for the safeguarding and welfare of children
12. Excellent communication skills, verbal and written, including ability to establish relationships with parents and external organisations and produce clear, concise and accurate reports e.g. for disciplinaries, recruitment records, safeguarding and SEND reports.
13. Experience of managing a budget, including handling of fees and expenses.
14. Experience of coordinating training and learning opportunities for staff.
15. Ability to effectively market and promote the setting to build reputation, maximise occupancy levels and fee income.
16. Sound I.T. skills and ability to use Microsoft Office programmes, nursery management software, social media platforms and online portals effectively.
17. Excellent knowledge of safeguarding, child protection, health and safety and GDPR.
18. Ability to remain calm under pressure and able to multi-task.
19. Evidence of ongoing professional development
20. Ability to travel to other sites and work flexibly, as directed by Line Manager

Core management competencies - Please refer to Appendix 1 for details of the core management competencies that managers are expected to work to.

- Leadership
- Managing people
- Managing teams
- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking care of yourself

Desirable Criteria

1. A level 4 qualification or willingness to work towards.
2. Experience and knowledge of the voluntary sector

TERMS & CONDITIONS:

Grade: EYM

Salary Range: £24,882 - £28,111 per annum (pro rata for part-time)

Hours: 22.5 / 39 weeks

Annual Leave: 25 days plus Bank Holiday (pro rata for part time)

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

Core Management Competencies**Leadership**

- Has a good understanding of the charity's vision and strategy and inputs effectively into the operational plan for their team/department/DSP/Business Development.
- Thinks strategically and clearly relates goals and actions to the strategic aims of the charity.
- Communicates the need for quality and continuous improvement and influences good practice through own example.
- Inspires people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Creates and supports a culture of creativity, sustainability, innovation and critical thinking throughout all activities and employees within areas of responsibility.
- Manages change effectively and clearly communicates the need for it to the team, providing them with support to effect it.
- Understands the need to safeguard all children in the context of their role and ensures the team understands safeguarding responsibilities relevant to their roles.
- Understands the importance of sustainability, recognising the need to uphold sustainability principles within their role and ensures the team understands their sustainability responsibilities aligned with their respective functions.
- Demonstrates courage by doing what is right at all times.

Managing people

- Is effective at recruiting, developing and motivating a diverse range of people.
- Clearly informs employees of their tasks and responsibilities, ensuring employees understand and work in line with the charity's policies and procedures.
- Holds regular one-to-one meetings, sets and monitors S.M.A.R.T objectives and gives constructive feedback designed to improve future performance.
- Delegates effectively and adopts a management style which encourages trust, collaboration, commitment and enthusiasm in order to gain high levels of performance from all employees.
- Encourages and stimulates others to make the best use of their talents to develop further using coaching techniques.
- Acknowledges and records achievements; gives praise where appropriate.
- Adapts their management style as the situation necessitates.
- Supports staff to achieve a good work/life balance which includes regular breaks, the opportunity to disconnect and to participate in enjoyable activities.
- Offers support to enable staff to take care of themselves, both physically and mentally.
- Enable their staff to speak up freely and share concerns without fear of repercussions.

Managing teams

- Knows the team's strengths and abilities and makes best use of the talents of employees.
- Supports the development of their team through regular discussion and team meetings which encourage two-way communication and sharing of ideas and expectations.

- Deals effectively and openly with negative issues and conflict and builds a team which has respect and consideration for each other's role.
- Coaches and motivates the team to strive towards contributing to the achievement of the strategic plan.
- Fully involves team in forthcoming issues so that individuals and team goals can be anticipated and planned together.
- Ensures that their team works in collaboration with other teams across the charity.
- Creates a learning and supportive environment.

Communication

- Communicates in a variety of ways with people at all levels and adopts a communication method appropriate for the listener or audience.
- Actively listens, asks questions, clarifies points and establishes a mutual understanding.
- Presents information clearly, concisely and confidently to individuals and groups.
- Communicates complex ideas, problems and difficult messages in ways that promote understanding.
- Uses excellent communication skills to negotiate, influence and persuade others.
- Is aware of non-verbal communication in self and others.
- Makes full use of IT to communicate effectively and uses social media responsibly, in line with the charity's policies and procedures.

Customer awareness (internal and external service users)

- Understands the environment in which the charity operates and the impact on its customers.
- Understands the diverse needs of customers that use our services and proactively strives to provide a service that is flexible and responsive to their changing needs.
- Uses feedback mechanisms to evaluate and review services to consistently deliver a high-quality service.
- Strives to produce real improvements in the way services are delivered to customers.
- Creates and maintains meaningful relationships and understands collaborative and partnership working.
- Deals with the concerns of customers in an appropriate manner, in line with Charity's policies and procedures.
- Is mindful of professional boundaries when interacting with customers.

Problem solving

- Identifies and acknowledges problems and critical issues in a timely manner.
- Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
- Anticipates and reviews problems in order to ensure contingency plans are in place.
- Collaborates with others in order to draw on their expertise to achieve best possible outcomes.
- Makes decisions that minimise organisational financial loss, loss of reputation or legal challenges.

Planning and resource management

- Effectively manages self.
- Being proactive in seeking out new initiatives which deliver desired outcomes.
- Demonstrates sound knowledge of financial management and business planning.
- Obtains and allocates resources sufficient to meet objectives and manages resources and skills well.
- Produces effective plans that have clear priorities, realistic milestones, sound review mechanisms and takes into account all available information.

Taking Care of Yourself

- Manages work/life balance and can disconnect outside of work time.
- Builds in physical activity, and fresh air where possible, into daily routine.
- Recognises that it is important to take regular breaks to maintain mental wellbeing.
- Acknowledges, and is open and honest around needs for workplace support and flexibility; considers the needs of others.
- Demonstrates resilience when managing personal challenges and seeks help when necessary.
- Takes time to do something enjoyable every week.