

Holbeach Children's Club
Ladywell Arena
Silvermere Road
SE6 4QX
Holbeachchildrensclub@gmail.com



Holbeach Children's Club Manager

We are currently recruiting for an enthusiastic and experienced After-School Club Manager to run the newly established Holbeach Children's Club. Holbeach Children's Club will provide after school care to children attending Holbeach Primary School with aspiration to extend to a breakfast club in future.

Strategically located at Ladywell Arena we have excellent transport links and will operate Monday to Friday term time only from 3pm to 6.30pm and will be cater for up to 25 children aged 4-11 years old.

The successful applicant will be responsible for the day-to-day management and leadership of the setting, ensuring that high-quality care is provided to all children attending. Key areas of responsibility will include the following.

The role will include

- Ensuring that all children attending are provided with a safe and stimulating environment.
- Being responsible for the day-to-day management of the setting including staff retention.
- Planning high quality age-appropriate educational activities, designed to ensure children are reaching their learning potential.
- Liaising with Holbeach Primary School on a daily basis to ensure the needs of the children attending are met.
- Weekly meetings with the proprietors.
- Overseeing the sufficient provision of afternoon light meals/snack.
- Ensuring a safe, orderly and well managed walking bus to and from school as required.
- Working to encourage and develop partnership with parents.
- Keeping up to date with changes to legislation and ensuring all policies and procedures are reviewed regularly in accordance with Ofsted.
- Maintaining all records relating to the confidentiality and data protection of the children and their families.
- Administration, budgeting, purchasing of supplies and resources.
- Adhering to safeguarding requirements whilst overseeing the nominated Safeguarding lead for the setting.
- Ensuring the accurate reporting and recording of accidents and incidents
- Overall responsibility for the safe and appropriate management of the site and utilities.

This role profile is not exhaustive, and the Club Manager will be expected to fulfil any duty as required for the effective running of the setting.

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Benefits of this role include

- £15 per hour – 20 hours per week (core hours 3pm to 6.30pm Monday to Friday)
- Job share will be considered
- Term Time of 38 weeks per year
- Excellent transport links
- Located close to local amenities
- Start date after Easter - April 2023.

A successful candidate must have or be willing to complete the following:

- A minimum of an NVQ Level 3 in Childcare & Education or full and relevant equivalent.
- Designated Safeguarding Lead (Level 3) training
- Excellent knowledge and understanding of the EYFS, Ofsted inspection framework & Safeguarding.
- Comprehensive understanding of Health and Safety requirements.
- Experience and knowledge of managing budgets.
- Proven leadership experience in a similar environment.
- Sound knowledge of equal opportunities legislation.
- Good understanding of IT through email and Microsoft Office.
- Excellent communication skills both written and verbal.
- A positive and friendly nature with a passion for childcare.
- A valid Paediatric first aid certificate.
- Eligibility to work in the UK
- An up-to-date and satisfactory DBS and willing to be part of the update service.

If you think that you fit this description of an enthusiastic and reliable individual who possesses the right attributes for this role, please email your interest to holbeachchildrensclub@gmail.com

Charity Number: 1198485



<https://www.holbeach.lewisham.sch.uk/parents/holbeach-childrens-club.php>



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www.facebook.com/HolbeachCC

**** Holbeach Children's Club is an Equal Opportunities Employer ****

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**** This position is subject to an Enhanced DBS Certificate and Early Years references ****