

**POPPLETON ROAD OOSC
JOB SHARE VACANCY
OUT OF SCHOOL CLUB MANAGER**

If you are looking to join a unique, forward thinking setting with plenty of scope for personal development this could be the setting for you.

We currently have the opportunity for an enthusiastic, positive, and well organised Manager to join the team to support and deliver quality childcare at Poppleton Road Out of School Club. The role will involve maintaining organised records for the day to day running of the breakfast and out of school club. Taking a lead role in the development of high-quality learning, maintaining a safe and secure environment. You will be employed by the Trustees of Poppleton Road Out of School Club.

The successful applicant will be required to:

- Demonstrate an understanding of planning and facilitating an outstanding play environment based upon Playwork Principles for children aged from 4 to 11 years alongside sound knowledge of the EYFS.
- Take a leading role in the development of high-quality safe and secure environment
- Be committed to providing excellent care for children.
- Be a highly motivated, enthusiastic, and organised person who can work on your own initiative as well as part of a team.
- Work well in a leadership capacity, leading the staff team - building positive relationships with children, parents, and colleagues
- To maintain a professional and positive partnership with Poppleton Road Primary School and work in a positive manner with all school staff.

Responsibilities and Duties:

- To ensure all policies and procedures are followed by the staff team at all times.
- To ensure staff are aware and follow all risk assessments.
- To ensure that all staff follow the activity plans as devised meeting the requirements of EYFS.
- Support and encourage the staff team to put their ideas forward.
- Provide a fully inclusive, stimulating, safe and caring environment to enable each child to reach their full potential.
- To carry out regular supervisions and annual appraisals for all staff.
- To support the staff team to positively promote and manage children's behaviour.
- To complete Staff Rotas.
- To organise and attend monthly staff meetings.
- To attend monthly meetings with the OOSC Support Service Manager.
- To attend training sessions provided by the OOSC Support Service.
- Daily children's registers.
- Take and maintain Childcare bookings
- To liaise with the school regarding family issues, safeguarding and incidents when appropriate.
- To report any incidents or complaints to the Trustees
- To liaise with the OOSC Finance Administrator with regards to invoices and accounts.
- To liaise with other outside agencies.

Experience

- At least 2 year's managerial experience
- Must have knowledge of Early Years Foundation Stage and a minimum of Level 3 Qualification in childcare / education / learning in the early years.

Staff Benefits

- 20 paid sick days after 6 months service on a rolling 12-month programme.
- 3 closure days between Christmas and New Year additional to annual leave entitlement.
- Opt in pension scheme.
- Free onsite parking.
- Yearly Flu Jab Voucher.
- Additional leave for length of service, 1 additional day for 2/3/4 years of service.
- Support with training and qualifications.

This is a job share manager's post: 22.5 hours per week all year round.

The salary is currently £11.73 per hour.

Trustees will offer financial support towards costs for those willing to work towards a Level 3 Qualification.

**For an application pack or an informal chat please contact Kathryn Love, Manager
Poppleton Road OOSC: Telephone 07950515369 Email: poppyroadkidsclub@hotmail.co.uk**

Closing date 29 October 2021.