

JOB DESCRIPTION

KIDS CLUB MANAGER – WRAP AROUND AND HOLIDAY CHILDCARE

Responsible to: Headteacher

Liaises with: Headteacher, Early Educators, Play Workers, Office Staff, School Cook, School Staff, Children, Parents, and relevant external agencies

Main Purpose of Job

To manage the day-to-day operation of the Kids Club, providing high-quality wrap-around and holiday childcare for children aged 3–11. The role includes leading and developing a skilled team, ensuring compliance with statutory requirements and school policies, including safeguarding, health and safety, and child development standards.

This is an **all-year-round position**, covering both term-time and school holiday periods, with full annual leave entitlement in line with the school's policy.

Key Responsibilities

Quality Childcare

- Plan and deliver a wide variety of activities to stimulate and support children's intellectual, physical, social, language, emotional, and play development in line with EYFS requirements.
- Ensure the club is appropriately resourced, identifying equipment needs and managing resources within an allocated budget.
- Deploy staff effectively to provide each child with attention, stimulation, and support, ensuring continuity and progression in play.
- Promote cultural diversity and inclusivity in all activities.
- Listen to, encourage, enable, and safeguard children at all times.

Health, Safety, and Safeguarding

- Ensure a safe environment for children and staff, including well-maintained equipment and good hygiene standards.
 - Enforce all health and safety procedures, including fire drills, risk assessments, and food handling requirements.
 - Be trained in First Aid and administer First Aid as appropriate.
 - Follow safeguarding procedures rigorously, reporting concerns promptly, completing required training, and acting as a key point of contact for child protection matters within the club as one of school's Deputy Designated Safeguarding Leads.
 - Prepare and set out the club environment (inside and outside) before children arrive and tidy up after activities, including light handling of equipment.
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Management and Leadership

- Lead, motivate, and manage the Kids Club team effectively, ensuring adequate staffing ratios at all times.
 - Provide induction, supervision, appraisal, and ongoing professional development for staff.
 - Organise staff rotas and timetables, ensuring the smooth operation of the club.
 - Identify training and development needs and ensure they are met.
 - Address staffing issues as they arise, seeking guidance when necessary.
 - Develop and implement strategies to enhance the quality of the club, increase participation, and support the school's vision and values.
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Administration and Monitoring

- Maintain accurate records, including daily attendance, accident/incident logs, child and family information, and staff records.
 - Plan activities and evaluate their effectiveness, seeking feedback from children, parents/carers, and staff.
 - Monitor club performance, staff performance, and service delivery, providing reports and recommendations to the Headteacher.
 - Maintain records of health and safety compliance, including fire drills, risk assessments, and safeguarding documentation.
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Relationships

- Build and maintain positive and professional relationships with children, parents/carers, staff, and external agencies.
 - Provide high-quality customer service to parents/carers and respond appropriately to queries or concerns.
 - Collaborate with the school community to ensure integration of the club with wider school activities and policies.
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Professional Development

- Participate in relevant training, workshops, and meetings to develop and maintain skills and knowledge required for the role, including safeguarding and leadership development.
 - Take responsibility for own professional development and attend regular meetings with the Headteacher or Line Manager.
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Other Duties

- Attend relevant school meetings and training events as required.
 - Maintain confidentiality at all times.
 - Undertake any other reasonable duties as requested by the Headteacher.
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This job description will be reviewed and updated annually as part of Barkisland CE (VA) Primary School's appraisal system.