

Job Title: Holiday Club Manager

Reports to: Holiday Club Proprietor
Hours: 7:45 – 17:45
Dates: 4x Holiday Club Periods per calendar year
Days: To be agreed prior to each Holiday Club Period

Purpose of the Role:

- To provide inclusive play and learning opportunities for all children attending the holiday club.
- To maintain a safe, stimulating and enjoyable environment for all children.
- To carry out deputy Safeguarding Officer duties

Main Duties & Responsibilities

- Overall day to day management responsibility for the Holiday Club.
- To be responsible for the efficient running of the Holiday Club and overall delivery of a high quality service
- To ensure that the Holiday Club provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the Holiday Club plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the Holiday Club meets Ofsted requirements at all times
- To manage, supervise and support the Holiday Club staff
- To undertake and assign designated officer roles.
- To work with other professionals in the local area for the benefit of children and families
- To ensure all staff understand and work to Holiday Club policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child is working towards the early learning goals
- To organise and participate in the key person system
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the company
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the Holiday Club aims and objectives
- To carry out any recommendations made following regulatory inspections.
- To work within the setting's policies and procedures.
- To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.
- To attend any relevant training events or meetings as advised by the Holiday Club Proprietor and to keep up to date with current good practice.
- To undertake role of Deputy Designated Safeguarding Officer
- To maintain Level 3 EYFS Safeguarding training every 2 years
- To maintain Paediatric First Aid training every 3 years

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the Holiday Clubs's aims and objectives and as directed by the Holiday Club Senior Management.