

JOB DESCRIPTION – HRH Full-Time Children Services Manager

Name of employee:.....

Job Title: (HRH) F/T Children Services Manager working 35 hrs. per week, Monday to Friday 10:00am to 6:00pm.

Salary: £33,961.20pa (Based on working 52 weeks of the year including any work on the holiday playschemes)

Overall Description:

The purpose of the post is to manage the delivery of an integrated out of school service within a school and work with early years children in our creche services. The service within the school will include delivery of childcare in an ofsted registered setting, providing learning, activity clubs and opportunities for play for children aged between 4-11 years old, in a safe, secure, and welcoming environment. You will be delivering a term-time offer of an after-school provision and a holiday playscheme provision during the school holidays. The playscheme is delivered for 10 weeks of the year.

A key aspect of the role will be to manage and support staff delivering the services and be the main point of contact for parents.

In relation to your role in our Creche you will need to be prepared to work and lead on providing care for early years children whilst parents are taking part in services onsite.

As a manager you must work towards achieving the aims of our services by enabling the children to participate in a variety of learning and educational activities. Good preparation, management of materials and equipment will create a busy atmosphere that offers choice. Careful supervision of the children and staff is essential, to ensure equal access to opportunities is extended to every child attending the service.

Please note that this post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974. HRH is committed to safeguarding children so all applicants will be subject to HRH's safe recruitment process.

Responsible to: Head of Services/HRH Extended Schools Services Coordinator

Main Duties and Responsibilities:

1. Maintain a safe, secure, and stimulating environment.
2. Manage and develop an integrated educational service, where education, leisure, play, and childcare activities are all wrapped into one service. The service should reflect the school's priorities, which should be exciting, challenging, creative and responsive to the needs of the children and the Early Years Framework.
3. Will assist the Extended Services Coordinator in her absence.
4. You will assist the coordinator to deliver the holiday playschemes and would be expected to manage a provision. We currently deliver 10 weeks of holiday playscheme.

JOB DESCRIPTION – HRH Full-Time Children Services Manager

5. You will be required to undertake level 4 safeguarding and be a Deputy Safeguarding Officer at HRH.
6. Ensure that our services are in line with the Early Years' Framework and will assist the Extended Services Coordinator to implement the framework on other projects.
7. We will be required to work in our creche as required.
8. May be required to support other children and young people in our youth club.
9. Ensure that onsite training records of staff are maintained and that you support staff with their training needs.
10. To work with the office team to ensure that all SPR files are maintained and up to date and will assist with the safer recruitment of new staff.
11. To manage the Out of School Service Workers and tutors in your charge and carry out supervision.
12. To deliver a programme that supports the children's learning and development. This will include assisting children with their homework.
13. Ensuring that duties and responsibilities are carried out within an equal opportunity framework.
14. Play a key role in preparing monitoring reports and information to funders, including the London Borough of Islington.
15. Ensuring that services are delivered according to appropriate professional standards and to Ofsted requirements.
16. Ensure that the ethos of the school is maintained at all times.
17. Ensure that duties and responsibilities are carried out in accordance with the policies of the School and Highbury Roundhouse at all times.
18. Ensure that professional boundaries with children, parents and carers are maintained at all times.
19. Attend daily/weekly team meetings as instructed by your line manager to discuss and assess the progress of the service.
20. To ensure that all children entrusted in our care always remain on the premises except during organised trips and outings.
21. To ensure that the building is left clean and tidy at the end of each day.
22. To follow first aid procedures including keeping records of all accidents and treatments given.
23. Follow rules set out in the child protection policies given to you.

JOB DESCRIPTION – HRH Full-Time Children Services Manager

- 24. To be responsible for the administration and financial duties of the service.
- 25. You will be responsible for preparing leaflets and marketing material for the service.
- 26. Ensure that staff files, records and the service always meet Ofsted requirements.
- 27. Will be responsible for dealing with LBI service and Ofsted inspections.
- 28. Any other duties appropriate to the grade that may be required.
- 29. You will be required to work a set number of hours at: 71 Ronalds Road, London N5 1XB, in addition to your main provision.
- 30. Be prepared to work flexible hours in accordance with the needs of the service.
- 31. Be prepared to work at other sites.

Please sign that you agree to the above:

Signed:.....

Print Name:

Date:.....