

**JOB TYPE:** Part-time Permanent

**HOURS:** 20 Hours/Week

**PAY:** From £14.74 per hour to £16.34 per hour

**Location:** All Saints' Church Primary School Putney Common, London SW15 1HL

## ABOUT THE PLAY PROFESSIONALS

The Play Professionals is a dynamic local charity providing a full programme of educational and recreational activities for children aged 3-11 years, which the children and staff design together.

Our staff work in partnership with primary schools, families, and the wider local community to ensure that children are offered the best possible experience during their time with us and that all those involved in delivering the service work in a professionally supportive environment where professional development is actively encouraged. The Play Professionals staff make it all work!

The Play Professionals expects the best from their staff and volunteers and provides some of the best working conditions to be found in the sector including standard monthly pay, subsidised places for own children, social events, stakeholder pension, time off in lieu arrangements, paid sick and compassionate leave and holiday time rotas that ensure a good work-life balance.

Training is provided from the outset to support all staff.

To find out more about The Play Professionals locations and the current activities programmes please see our website [playp.org.uk](http://playp.org.uk)

## JOB DESCRIPTION

**The After School Club Manager will oversee the running of daily activities, ensuring that children are safe and happy during their visit. They will maintain the centre according to the prevailing legislation and meet Ofsted standards and will work with The Play Professionals and the school to promote the welfare of children. They will need to have managerial experience and be qualified to NVQ Level 3 in a childcare discipline. They will face the challenge of this new site and be a vital part of developing the service.**

The After School Club Manager role is demanding and rewarding. They will contribute to facilitating and stimulating discussions at manager meetings and encourage colleagues to share good practices and common difficulties with a view to jointly proposing more effective ways of working, including sharing activities plans they have developed.

The diversity of this key role requires a dynamic, energetic, and innovative person. They will have the ability to form effective relationships with parents, staff and children and implement positive actions into their work. The After School Club Manager is expected to work in a team setting taking complete charge of the service within a clear framework of policies and procedures that has been developed by managers over many years. The After School Club Manager is required to attend compulsory monthly manager meetings (Friday from 13:30 to 14:30) to discuss

future developments, strategic planning, updates in childcare legislation and any other business related to the service.

## Main Responsibilities

As an After School Club Manager you will:

- Be organised and efficient.
- Be responsible for overseeing the running of the daily routine and the activities programmes, ensuring that children are safe and happy during their visit and that the service is fully advertised to children, families and within the school itself.
- Manage and coordinate staff and volunteers according to policy and procedural guidelines.
- Ensure that the charity's Child Protection and Safeguarding policies and procedures are promoted within the Centre and adhered to by all members of staff.
- Be the local person in charge, responsible for seeing that the after-school service is run in accordance with current legislation, meets Ofsted inspection standards of 'good' or 'outstanding' and provides a high-quality service to children and families.
- Work closely with the teams at Head Office to identify resource needs, plan programmes, advertise the project within the community and implement policies.
- Work closely with the Business Team to ensure that every penny counts for children and that money is not wasted in unnecessary administration or lost in theft, fraud, or payment default.
- Be responsible and able to manage a budget for your service and the breakfast club (if applicable) and account for expenditures.
- Work closely with the Human Resources Team to ensure that paid and unpaid staff are managed in a professional manner and that teamwork is positively encouraged by holding regular staff meetings. You will expect the highest professional standards of all staff and will achieve this by setting a consistent, professional but friendly example and taking early action to reward excellence or tackle unsatisfactory performance.
- Be responsible for producing and submitting electronic and other records of attendance and collating simple monitoring information. You are expected to complete routine tasks and submit information according to deadlines without the need for reminders.
- Attend regular Manager meetings and briefings and ensure your own professional development is ongoing and pertinent.
- Carry out any other duties that are asked of you and could reasonably be within the remit of the After School Club Manager.

## Benefits

Pay	<ul style="list-style-type: none"> <li>• From £14.74 per hour to £16.34 per hour</li> <li>• Salaries are paid on the last Friday of every month in arrears</li> </ul>
Other Benefits	<ul style="list-style-type: none"> <li>• Subsidised places: Your own children aged 3-11 may attend The Play Professionals services and holiday schemes at subsidised staff rates</li> <li>• Work pension scheme</li> <li>• Paid holiday 28 days per year, pro rata including bank holidays and 5 Inset days*</li> <li>• Paid sickness or compassionate leave 10 days per year, pro rata* after successful completion of probation</li> <li>• Excellent training opportunities</li> <li>• Good promotion prospects</li> <li>• Professional, supportive work environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Opportunity to work overtime at holiday playschemes or through special projects</li> </ul> <p>*Entitlement is shown at all year-round levels and is pro rata to individual contracts</p>
Hours of work	<ul style="list-style-type: none"> <li>• From 3:00 pm to 6 pm every weekday during term time and from 1.30 pm to 3 pm on alternate Fridays (to attend Manager meetings).</li> <li>• Contract hours are annualised, and the year runs from January to December.</li> </ul>
Place of work	<ul style="list-style-type: none"> <li>• Staff may be required to attend any The Play Professionals branch or Head Office.</li> <li>• Flexible movement is required for the smooth running of the business and to ensure the safety of children, which means staff may be required to work at any of our registered sites.</li> </ul>

### Person Specification

The After School Club Manager will be a confident individual with high integrity. They strive for high personal and professional standards and can work well using their own initiative as well as being part of the established team.

The After School Manager will successfully balance the needs of the children in their care, the professional needs of their staff and themselves within the framework and financial constraints of the organisation and the national legal frameworks that are applied to this field. They will face daily challenges and must be capable of responding promptly and appropriately including keeping good records.

The After School Manager will be punctual, reliable and qualified. They will be committed to their own professional development, to the aims of the charity, to working with children and to enjoy being part of a professional team.

### Essential Skills

- Level 2 functional skills in Maths or a commitment to gain this qualification within 2 years of appointment.
- An NVQ level 3/4 in Playwork; Childcare and Education; Health and Social Care; NNEB; BTEC or any other relevant qualification.
- Minimum of 2 years of management or deputy management experience, paid or voluntary, in a relevant setting
- Awareness of Ofsted regulations for childcarers
- Training and some experience in Early Years Foundation Stage
- Current Paediatric First Aid Certificate or be able to train in own time within 1 month
- Current Food Hygiene Certificate or be able to train in own time within 1 month
- Current Health and Safety Certificate or be able to train in own time within 1 month
- Current Safeguarding Children (Child Protection certificate) or be able to train in own time within 3 months
- Proven high professional standards
- Proven ability to organise and facilitate a programme of activities
- Excellent IT competency in Excel, Word, email and Internet use
- Excellent written and verbal communications skills in English
- Excellent numeracy and problem-solving skills

- Experience in promoting the safety and wellbeing of children and young people

### Desirable Skills

- An understanding of issues facing inner-city children
- Evidence of working within a child protection culture
- Evidence of promoting child welfare and safety
- Understanding and commitment to child welfare and safety
- Knowledge of child protection procedures

### Planning, Management and Administration duties

Managers work 15 hours per week in direct management of their site, from 3 pm - 6 pm daily during term time. An additional 5 hours per week are paid for the manager's time OUTSIDE of contact time with children so that they can: complete planning, attend to administrative tasks, submit reports on time, develop new strategies, and attend meetings and training.

The Play Professionals is an equal opportunities employer.

## BEFORE APPLYING FOR THE POSITION

**Please read the following before making an application.**

### Criminal Convictions and 'Spent' Convictions

Because we work with children, The Play Professionals is exempt from the conditions of the Rehabilitation of Offenders Act 1974 and subsequent amendments. This means that you must disclose any criminal convictions, and police cautions, even those which are considered 'spent' under the Act.

**This position is subject to an Enhanced Disclosure (DBS).**

**The Play Professionals will not consider applications from people with convictions for any violent or sexual crimes.**

**If you think that a conviction may affect your chances when applying for work at The Play Professionals, please contact us for a copy of our recruitment policy, which gives details of how we treat different convictions and cautions about recruitment.**

Please make sure that you understand the hours of work and rate of pay before applying.

The After School Club Manager works 20 hours a week during term time only. If you are in receipt of benefits, or child tax credits and/or have been recently unemployed, check with your local centre/agency for advice on how this employment will affect you.

### To apply for the position:

Please complete an application form and return it to The Play Professionals:

## WORK WITH US

To apply: Please complete our [application form](#) and return it to [hr@playp.org.uk](mailto:hr@playp.org.uk)

Email: [hr@playp.org.uk](mailto:hr@playp.org.uk)

Or

Post: The Play Professionals Human Resources, Richard Atkins School, New Park Road, Brixton Hill, London SW2 4JP

It is not the policy of The Play Professionals to contact those applicants who have not been invited for an interview, so if you have not heard from us after the short-listing date, you should assume that, on this occasion, your application has not been successful. If you want confirmation that we have received your application, please send a stamped address envelope with your application, or ask for confirmation in your email.