

Acorns

Manager Job Description - (Maternity Cover)

Job summary:	Day to day management of the club. Provide quality playcare within the framework of the Acorns policies and procedures
Line manager:	Vicki Masters
Responsible for:	Deputy /play workers/volunteers
Working relationships:	Children attending the club and their parents or carers Management or proprietor and staff, students and volunteers Childcare and play organisations, schools, registering authorities

Main duties include:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Setting up the play space including moving furniture and play equipment.
- Consulting with children and involving them in planning activities.
- Providing support and supervision to play workers and other staff, including volunteers.
- Holding regular staff meetings and conducting regular reviews and appraisals for staff
- Administration and record keeping, including staff and child records, financial records, ordering and purchasing, and working within an agreed budget.
- Developing and maintaining good communication with all members of the club, with schools, and especially with parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures, and the Early Years Foundation Stage.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Experience of working with 4 to 11 year olds• Experience of administration• Experience of working in a supervisory or management capacity• Delivering equal opportunities in a play setting• Understanding the varied needs of children and families• Providing and facilitating safe, stimulating play• Proven leadership skills• Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children*• Ability to work on own initiative, using judgement and common sense• Familiarity with the Early Years Foundation Stage	<ul style="list-style-type: none">• Appropriate Level 3 qualification• Appropriate child protection training• At least 2 years' experience of working in a childcare setting• Experience of working within a play-based setting• Experience of budgeting• Ability to use IT based resources to support play and club administration• Current driving licence• Current 12-hour Paediatric First Aid Certificate• Food Hygiene Certificate

* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017