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| **1. JOB IDENTITY** |
| POST TITLE: Manager  REPORTS TO:The Club@ Business Manager |

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| **2. JOB PURPOSE AND WAY OF WORKING** |
| * 1. To assist in the coordinating and management of the Out of School Care Service.   2. Provide a secure and fun environment for the range of primary children who use it.   3. To be responsible for the daily management and delivery of service to the community extending a positive environment for users of the club and staff   4. The Manager will lead a team of staff to plan, deliver and evaluate the agreed programme with input from both the children and parents and within an agreed budget framework. |

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| **3. MAJOR TASKS** |
| * 1. Assist in the management of the staff in line with current policies.   2. To ensure that the club offers a safe and well resourced environment for users in keeping with National Care Standards as set by The Scottish government and implemented by the Care Inspectorate.   3. Prepare plan and implement a varied programme of activities.   4. Responsible for day to day administration of the out of school care service.   5. To attend meetings and training as appropriate   6. Provide appropriate information to the parents. |

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| **4. REPORTING RELATIONSHIPS - This job is indicated by \*** |
| The Club@ Business Manager  The Club@ Manager  The Club@ Playworker |

| **5. DUTIES TYPICALLY INCLUDE:** |
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| * 1. **To assist in the management of the staff and volunteers in line with current policies**      1. Line manages the Play workers and Volunteers.      2. Arrange and attend staff meetings on a regular basis.      3. The management of the staff development and review progress for staff.      4. Ensure staff rotas are available and adhered to.      5. Organise staff to cover in sickness and holiday absence and refer to development worker where necessary.      6. Ensure staff are aware of The Club@ staffing policy.      7. Ensure and encourage all staff to be confidential about users or staff issues.      8. Be aware and implement The Club@ personnel policies      9. Assist in the advertisement process for appointing and inducting new staff.      10. Ensure staff deal with parents in a professional and appropriate manner.      11. Assist in the dealing with staffing issues in a confidential manner and encourage a positive resolution.      12. Inform The Club@ Business Manager of any staffing issues which arise.   2. **To ensure that the club offers a safe, well resourced environment for users in keeping with National Care Standards as set out by the Scottish government and implemented by the Care Inspectorate**      1. Ensure that there is enough registered staff in attendance – as outlined in Registration Certificate.      2. Be aware of registered space and ensure that any dangers are dealt with.      3. Apply safety policy and check that all staff adheres to it at all times, ie- signing out, accident/incident recording and Risk Assessment.      4. Assist Care Inspectorate with annual inspection.      5. Report to The Club@ Business Manager of any resources required to maintain quality in the club.      6. Check that equipment is safe and clean for use.      7. Ensure staff are capable and trained in the assembly and disassembly of play equipment.   3. **Assist in the preparation of plan and implement a varied programme of activities**      1. Interact with parents, children and staff to help plan a challenging and stimulating programme.      2. Liaise with other agencies/providers.      3. Develop and evaluate systems and change in negotiation with The Club@ Business Manager.   **5.4 To be responsible for the day to day administration of the Out of School care Service**   * + 1. To undertake basic administrative tasks as required by The Club@ Business Manager.     2. Identify areas where funding is required and liaise with The Club@ Business manager.     3. Monitor daily diary, bookings, fees and petty cash     4. Organise transport, where required.     5. Assist in the ordering of equipment/resources as required.   1. **Provide appropriate information to the Parents.**      1. Provide regular information on all aspects of the out of school care service to parents.      2. Respond to parent’s requests and complaints and inform The Club@ Business Manager.   **5.6 To attend meetings and training as appropriate**   * + 1. Be aware of training requirements of staff and self, re registration/care standards.     2. Ensure staff are aware of training opportunities available to them.     3. Encourage staff to take up staff development and training opportunities. |

The purpose of this Job Description is to indicate the general level of duties and responsibilities not to form an exhaustive list of detailed activities.