

JOB DESCRIPTION

Post:	Senior Area Manager
Responsible for:	Providing overall support for Club Managers / Play Leaders across a designated area. Liaising with head office, Ofsted and club staff in the context of maintaining the high quality of our provision. Support Schoolfriend Clubs, by interviewing potential staff and delivering induction training. Supporting Club Managers / Play Leaders with the co-ordination of training for all clubs staff within the region.
Hours:	Full Time (40 hours)
Other Benefits:	Subsidised childcare for staff children 20 days Paid holiday (plus additional 5 days over Christmas period) Excellent Training Opportunities Good Promotion Prospects Work from Home Mileage/travel allowance for all work related journeys to and from your office location. Support with home office costs

Purpose of Job:

To support the staff in the clubs and enabling them to provide a safe and caring play environment incorporating an individual educational programme. Support Head Office Management Team. Reporting to Operations Support Manager

Duties and Responsibilities:

- Support Head Office with overall development of Schoolfriend etc
- Support club staff in establishing and developing after school club for play and educational activities
- Provide opportunities for staff to plan, evaluate and reflect on practice within the clubs.
- Support the Club Managers to work towards offering a high quality service at all times adhering to our internal quality assurance programme of Key Performance indicators (KPI's) and where accessible external Quality Assurance programmes
- Ensure that play and learning provides opportunities which reflect cultural diversity of community by monitoring activities and levels of training within the clubs
- Ensure that play and learning provides opportunities which reflect cultural diversity of community by monitoring activities and levels of training within the clubs through consultation and regular contact with Area Managers
- Support Schoolfriend Clubs with local recruitment and staffing
- Work with Ofsted and other officials to enable the registration process and opening of new clubs in area to proceed
- Support staff to create an environment in which play occurs naturally and is appropriate to the age and ability of the children
- Ensure choices are created in a child-orientated environment with good standards of professional practice
- Assess, plan, evaluate and document programmes of education and play to encourage children's overall development
- Ensure staff are inducted into the setting with relevant induction information and material provided
- Ensure staff are inducted into the setting with relevant induction information and material and have full understanding of all elements of working in the club

- Keep up-to-date with relevant child protection procedures, Health and Safety and The Children Act as well as Ofsted requirements
- Ensure the clubs you are responsible for are maintained according to the prevailing legislation and at all times meet the required National OFSTED standards
- Support the Club Managers in preparing the club and staff for inspection
- Preparing reports and collating monitoring information and action plans for your manager on a regular basis without the need for a reminder
- Work as part of a team, to lead a team of staff and liaise with other outdoor agencies to raise the profile of Schoolfriend Clubs
- Work in partnership with the local authority, host school, teaching, administration and caretaking staff
- Mentor new Area Managers
- Be responsible for Club Manager supervisions and appraisals
- Have a positive commitment to personal development through training for yourself and the staff of the clubs
- Provide a caring and responsible service to schools, parents and carers
- Prepare the scheme and staff for inspection
- Ensure that clubs have adequate equipment to support the programme of activities
- Ensure that Clubs Managers have sufficient food and drinks for snacks etc
- Ensure the Club Managers have access to sufficient food and drinks for a healthy snack/meal. Be responsible for accounting for the club budgets, prepare budget request reports for manager. Administer petty cash to clubs as required and assist club staff with expenses paperwork
- Support Club Managers in planning the program of activities
- Cascade information to club staff from head office and ensure a flow of information to all staff
- Hold Regular Area Meetings for Club Managers
- Attend meetings as required
- Work within the agreed policies and procedures of the given handbook of instructions
- Support Club Managers with their administration duties as directed by Head Office these will include:
 - Introducing prospective clients to the service, explaining policies
 - Ordering of materials and equipment
 - Assessing suitability of equipment
 - Attend parent events to promote the club
- Maintain confidentiality at all time
- To work in the clubs as and when necessary
- To wear the uniform (when necessary) and identification as provided
- To be flexible and undertake work related tasks or duties when necessary

Person Specification: Senior Area Manager

Essential

- Car Driver
- Minimum Level 3 Childcare Qualification
- Minimum of 5 years Play or Early Years experience preferably with at least 1 year at manager level Excellent Level of communication skills
- Comprehensive IT Skills
- Experience of working with Quality assurance scheme
- Experience of working with Ofsted and Local Authorities
- Comprehensive knowledge of the 'Daycare Standards'

Desirable

- Management training
- Direct experience of managing a team of staff
- Further Playwork or Childcare training including updated professional development training
- An interest in further training
- D32/33 or 34
- Experience of working with Quality assurance scheme