

Role Profile

YOUR ADVENTURE



Position	Club Manager
Team	Delivery
Manager	Regional Operations Manager
Direct Reports	Deputy Setting Manager, Activity Leaders and/or Activity Assistants

In a nutshell

This adventure is all about building brighter futures together. You'll deliver genuine, heartfelt experiences to our people and our little people by ensuring they experience fun, engaging and creative activities, in a safe and inclusive environment.

You will be responsible for managing one of our clubs, supporting all the staff within that site and ensuring the smooth running of the provision. Whether it be a school wrap around care or a leisure centre camp, you will be responsible for the planning and delivery of a wide range of activities, all within our 'Whole of Child' programming philosophy.

A day of play...

- ★ Manage, direct and support staff in their delivery of a safe and effective programme, ensuring a motivated and happy team members.
- ★ Manage all team members to ensure that all compliance checks are completed and all policies and procedures are followed (such as safeguarding, accident and incident forms, risk assessments and observations). Ensure that all OFSTED regulations are continually met.
- ★ Manage staffing levels, on site rotas, absences, lateness and ensuring all team members utilise our clocking in/out system.
- ★ Manage the ordering of all food for your site in line with assigned budget and ensure that the wider team are preparing and providing food to the children in our care to appropriate food hygiene levels.
- ★ Ensure that you are available for team meetings to discuss the performance of your setting/s, identify training gaps, challenge poor performance and share best practice
- ★ Ensure that there is effective communication between your setting, your team, parents, the school or host leisure centre and Central Operations.
- ★ Plan, supervise and deliver planned activities – this could include multi sports games, arts and crafts, structured play and downtime.
- ★ Ensure that the club is set up correctly, kept safe during session time and broken down and cleaned appropriately at close of play.
- ★ Ensure that our behaviour management policy is followed by all team members and effectively implemented.
- ★ Be the champion of Health and Safety and provide first aid where necessary
- ★ Inspire children and young people to develop healthy minds, bodies and attitudes!

For your new adventure

- ★ You have experience of working with 4-11 year olds
- ★ You have an appropriate Level 3 qualification (childcare, sports coaching, education etc)
- ★ Experience in managing small teams and demonstrating leadership and the ability to work with own initiative
- ★ You're a big kid at heart.
- ★ You have aligned experience. You love to create meaningful moments for people.

Junior Adventures Group may amend this job profile from time to time.



- ★ You are driven. You're perceptive, you ask questions and you strive to understand.
- ★ You enjoy solving problems. You don't get flustered easily. You're comfortable managing your time and can be counted on to skilfully handle feedback and complaints.
- ★ You are people-focused. You're warm, honest and genuine.
- ★ You get a kick out of creating unexpected experiences which make people go wow!
- ★ You're cool under pressure. You are self-assured. You listen intently.
- ★ You speak eloquently. You can explain just about anything to anyone and you're comfortable communicating at all levels. You're authentic when you express yourself. People trust you.
- ★ You have a can-do approach. You think on your feet. Switching up tasks and juggling multiple priorities comes naturally to you.

What success looks like

- ✓ **Be Considerate** – Show you care
- ✓ **Be Passionate** – Love what you do
- ✓ **Be Courageous** – Show you are resilient
- ✓ **Make a Difference** – Leave a positive legacy

And the key ways that you will help us build brighter futures together...

- ✓ **To be an employer of choice** – make sure that we are supporting our team members to develop and be the best that they can be
- ✓ **To be a trusted, long term partner that exceeds customer expectations** – communicate with our parent and schools to make sure we are delivering on their expectations
- ✓ **To deliver significant, sustainable growth** – deliver first class care for the little people that look to us for guidance

What we offer you

- ★ The chance to build brighter futures for children.
- ★ Access to 24/7 Employee Assist Programs through Health Assured.
- ★ Discounted wrap around school care and holiday club (if you have little ones).
- ★ A little bit of security for your future with a workplace pension scheme.
- ★ A place where you can let your personality shine.
- ★ Rewards for recommending your family and friends to come and join the family.
- ★ Paid training and regular personal and professional development.
- ★ A structured 4 week induction to set you up for success.
- ★ Fun. It's what big kids do. We like to be 100% human rather than corporate.

Sign off

I've read and understand the requirements of this adventure. I'll carry out the position to the best of my ability and will chat with my manager if I don't understand the expectations of me.

I'm also aware that this document is not intended to create any binding obligation on Junior Adventures Group UK to provide me with the benefits described above. They may be varied during my employment.

Finally, I realise this job description will evolve based on emerging priorities and shifts in business needs and therefore will be updated from time to time.

Team member name:	Signature:	Date:
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