



Orchids Child Care

JOB DESCRIPTION	Kids Club Manager
Orchids Childcare has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.	
Post Title	Kids Club Manager
Responsible to	Danielle Burns & Sharon Carr
Job Purpose To be responsible for the day to day running of the out of school club by working in partnership with the Area Manager, Owners, Deputy Manager parents, staff and other professionals to ensure a high quality provision that meets the needs of each child on a day-to-day basis. To ensure total compliance with the company policies and procedures, Ofsted and national requirements.	
Responsibilities 1. To promote and apply a strong safeguarding culture within the setting, ensuring all safeguarding and child protection policies and procedures are adhered to at all times by all practitioners. 2. To apply the principles and content of the EYFS (Early Years Foundation Stage). 3. To contribute to the planning, assessment and implementation of the EYFS statutory learning and development requirements and practice guidance. 4. To plan fun and engaging activities for all children that attend age 3-11 years. 5. To have high expectations of all children and be committed to inclusive practice. 6. Promote equality of opportunity. 7. To employ practices that promote children's health, safety and physical, mental and emotional well being by creating a caring, homely atmosphere and a secure environment. 8. To support the owners and area manager in providing a balanced, flexible environment for the children. 9. To provide flexible daily routines indoor and outdoor which meet individual children's diverse needs. 10. To prepare breakfast and afternoon snack in line with food hygiene and food allergy practices. 11. To work with senior practitioners to ensure children whose progress or development is causing concern are supported and if required work with parents, voluntary and statutory agencies and other professionals. 12. To support, inform, respect and involve parents formally and informally in their child's care, well being, development and learning both at home and in the setting. 13. To undertake relevant training including Safeguarding, First Aid, Food Hygiene & Allergy and any other training deemed necessary by the owners. 14. To ensure all company policies are adhered to at all times. 15. To attend, lead and contribute to staff meetings. 16. To report immediately to the area manager/owners any potential or actual concerns, complaints, injuries or accidents leading to medical treatment, hospitalisation, or any other incidents relating to parents, staff or children. 17. To carry out any reasonable instruction given by the area manager or other senior personnel. 18. To carry out any reasonable duties related to your role in agreement with the owners.	
People 1. To be courteous and respectful in your dealings with the owners, staff members, other senior personal and professionals, parents and children.	
Safeguarding Orchids Childcare is committed to keeping children, young people and vulnerable adults safe. You are responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults you come into contact with. You will be the Designated Lead for the setting.	

Financial

1. You will at every opportunity seek value for money in your dealings with purchasing or any other activity involving expenditure.

BUILDING AND EQUIPMENT

1. It is your responsibility to report any building and or maintenance requirements to the owners upon occurrence.
2. It is your responsibility to carry out indoor and outdoor risk assessments and report and findings to the site manager and area manager for any necessary action.
3. You are required to carry out the daily safety checks and review documents as specified on the relevant documentation.
4. Any equipment malfunction or hazard should be removed and reported as the need arises.

Special Conditions**MOBILITY**

Whilst this post is initially specific, you may be required to transfer to any post appropriate to your current stature but may be in another location to meet the needs of the business.

NO SMOKING

Orchids childcare operates a no smoking policy and as such you are required to refrain from smoking in or around any Orchids premise.

Training and Development

Orchids Childcare is committed to your personal and organisational development. You are encouraged to contribute and to identify job related development needs and complete all training requirements set out by the Area Manager.

You are advised that whilst every care has been taken to include detailed responsibilities you should be mindful that this list is not exhaustive and there may be a need on occasions when you are required to carry out non-specific duties to meet the needs of the business.