

After School Centre Manager

20 hours per week
Term Time Only
From £13.00 to £14.60 per hour



About Kids' City

Kids' City is a dynamic local charity providing a full programme of educational and recreational activities for children aged 3-11 years, which the children and staff design together.

Our staff work in partnership with primary schools, families and the wider local community to ensure that children are offered the best possible experience during their time with us and that all those involved in delivering the service work in professionally supportive environment where professional development is actively encouraged. Kids' City staff make it all work!

Kids' City expects the best from their staff and volunteers and provides some of the best working conditions to be found in the sector including standard monthly pay, subsidised places for own children, subsidised social events, stakeholder pension, time off in lieu arrangements, paid sick and compassionate leave and holiday time rotas that ensure a good work-life balance.

Training is provided from the outset to support all staff. To find out more about Kids' City locations and the current activities programmes please see our website www.kidscity.org.uk

Job Description

The After School Centre Manager will oversee the running of daily activities, ensuring that children are safe and happy during their visit. They will maintain the centre according to the prevailing legislation and meet Ofsted standards and will work with Kids' City and the school to promote the welfare of children. They will assist the charity to design, promote and develop services that are new or different to the standard, offering an in-situ perspective of how ideas succeed in practice.

The After School Centre Manager role is demanding and rewarding. They will contribute to facilitating and stimulating discussions at manager meetings, encourage colleagues to share good practice and common difficulties with a view to jointly proposing more effective ways of working, including sharing activities plans they have developed.

The diversity of this key role requires a dynamic, energetic and innovative person. They will have the ability to form effective relationships with parents, staff and children and implement positive actions into their work. The After School Centre Manager is expected to work in a team setting taking complete charge of the service within a clear framework of policies and procedures that has been developed by managers over many years. The After School Centre Manager is required to attend compulsory monthly manager meetings (Friday from 1.30pm to 3pm) to discuss future developments, strategic planning, updates in childcare legislation and any other business related to the service.

Main responsibilities

As an After School Centre Manager you will:

- Be organised and efficient.
- Be responsible for overseeing the running of the daily routine and the activities programmes, ensuring that children are safe and happy during their visit and that the service is fully advertised to children, families and within the school itself.
- Manage and coordinate staff and volunteers according to policy and procedural guidelines.

- Ensure that the charity’s Child Protection and Safeguarding policies and procedures are promoted within the Centre and adhered to by all members of staff.
- Be the local person in charge, responsible for seeing that the after-school service is run in accordance with current legislation, meets Ofsted inspection standards of ‘good’ or ‘outstanding’ and provides a high quality service to children and families.
- Work closely with the teams at Head Office to identify resource needs, plan programmes, advertise the project within the community and implement policies.
- Work closely with the Business Team to ensure that every penny counts for children, that money is not wasted in unnecessary administration or lost in theft, fraud or payment default.
- Be responsible and able to manage a budget for your service and the breakfast club (if applicable) and account for expenditure.
- Work closely with the Human Resources Team to ensure that paid and unpaid staff are managed in a professional manner and that teamwork is positively encouraged by holding regular staff meetings. You will expect the highest professional standards of all staff, and will achieve this by setting a consistent, professional but friendly example and take early action to reward excellence or tackle unsatisfactory performance.
- Be responsible for producing and submitting electronic and other records of attendance and collating simple monitoring information. You are expected to complete routine tasks and submit information according to deadlines without the need for reminders.
- Attend regular Manager meetings and briefings and ensuring your own professional development is ongoing and pertinent.
- Carry out any other duties that are asked of you and could reasonably be considered to be within the remit of the After School Centre Manager.

Benefits

Pay	<ul style="list-style-type: none"> • £12.50 per hour • Salaries are paid on the last Friday of every month in arrears
Other Benefits	<ul style="list-style-type: none"> • Subsidised places: Your own children aged 3-11 may attend Kids’ City services and holiday schemes at a subsidised staff rates • Work pension scheme • Paid holiday 28 days per year, pro rata including bank holidays and 5 Inset days* • Paid sickness or compassionate leave 10 days per year, pro rata* after successful completion of probation • Excellent training opportunities • Good promotion prospects • Professional, supportive work environment • Opportunity to work overtime at holiday playschemes or through special projects <p><i>*entitlement is shown at all year round levels and are pro rata to individual contracts</i></p>
Hours of work	<ul style="list-style-type: none"> • From 3pm to 6pm every weekday during term time and from 1.30pm to 3pm on alternate Fridays (to attend Manager meetings). • Contract hours are annualised and the year runs from January to December.
Place of work	May be required to attend any Kids’ City site.

Person Specification

The After School Centre Manager will be a confident individual with high integrity. They strive for high personal and professional standards and are able to work well using their own initiative as well as part of the established team.

The After School Manager will successfully balance the needs of the children in their care, the professional needs of their staff and themselves within the framework and financial constraints of the organisation and the national legal frameworks that are applied to this field. They will face daily challenges and must be capable of responding promptly and appropriately including keeping good records.

The After School Manager will be punctual, reliable and qualified. They will be committed to their own professional development, to the aims of the charity, to working with children and enjoy being part of a professional team.

Essential Skills

- ✓ An NVQ level 3/4 in Playwork; Childcare and Education; Health and Social Care; NNEB; BTEC or any other relevant qualification.
- ✓ Minimum of 2 years management or deputy management experience, paid or voluntary, in a relevant setting
- ✓ Awareness of Ofsted regulations for childcarers
- ✓ Training and some experience in Early Years Foundation Stage
- ✓ Current Paediatric First Aid Certificate or be able to train in own time within 1 month
- ✓ Current Food Hygiene Certificate or be able to train in own time within 1 month
- ✓ Current Health and Safety Certificate or be able to train in own time within 1 month
- ✓ Current Safeguarding Children (Child Protection certificate) or be able to train in own time within 3 months
- ✓ Proven high professional standards
- ✓ Proven ability to organise and facilitate a programme of activities
- ✓ Excellent IT competency in Excel, Word, email and internet use
- ✓ Excellent written and verbal communications skills in English
- ✓ Excellent numeracy and problem solving skills
- ✓ Experience of promoting the safety and wellbeing of children and young people

Desirable Skills

- ✓ An understanding of issues facing inner-city children
- ✓ Evidence of working within a child protection culture
- ✓ Evidence of promoting child welfare and safety
- ✓ Understanding and commitment to child welfare and safety
- ✓ Knowledge of child protection procedures

Planning, Management and Administration duties

Managers work 15 hours per week in direct management of their site, from 3pm-6pm daily during term time. An additional 5 hours per week are paid for the manager's time OUTSIDE of contact time with children in order that they can: complete planning, attend to administrative tasks, submit reports on time, develop new strategies, attend meetings and training.

Kids' City is an equal opportunities employer.

Before applying for the position:

Please read the following before making an application.

Criminal Convictions and 'Spent' convictions

Because we work with children, Kids' City is exempt from the conditions of the Rehabilitation of Offenders Act 1974 and subsequent amendments. This means that you must disclose any and all criminal convictions, and police cautions, even those which are considered 'spent' under the Act.

This position is subject to an Enhanced Disclosure (DBS).

Kids' City will not consider applications from people with convictions for any violent or sexual crimes.

If you think that a conviction may affect your chances when applying for work at Kids' City, please contact us for a copy of our recruitment policy, which gives details of how we treat different convictions and cautions in relation to recruitment.

Please make sure that you understand the hours of work and rate of pay before applying.

The After School Centre Manager works 20 hours a week during term time only. If you are in receipt of benefits, child tax credits and/or have been recently unemployed, check with your local centre/agency for advice on how this employment will affect you.

To apply for the position:

Please complete an application form and return it to Kids' City:

Email: hr@kidscity.org.uk

Or

Post: Kids' City Human Resources, 1-4 Brixton Hill Place, London SW2 1HJ

It is not the policy of Kids' City to contact those applicants who have not been invited for an interview, so if you have not heard from us after the short-listing date you should assume that, on this occasion, your application has not been successful. If you want confirmation that we have received your application, please send a stamped address envelope with your application or ask for confirmation in your email.

Kids' City is the trading name of The Trojans Scheme.
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Company number 5347511
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