

Bank Centre Manager

Temporary work, on request
£14.65 per hour paid on receipt of invoice



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!

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 Bank Centre Manager will step into the role of After School Centre Manager at any Kids' City site upon request and liaise with the Deputy and the rest of the permanent staff team. They 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.

The Bank Centre Manager role is demanding and rewarding. They may be required to collate and present simple monitoring information, attend the monthly Centre Manager meetings (Friday from 1.30pm to 3pm) and execute routine tasks.

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 Bank 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 Bank 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 Bank 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.
- 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 Bank Centre Manager.

Benefits

Pay	<ul style="list-style-type: none"> • £ per hour • Payment is made by BACS directly to the bank workers account upon receipt of an invoice to Kids' City Business Team (templates available) • Invoices may be submitted weekly or monthly • Standard payment terms and conditions are net 30 days
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 • Excellent training opportunities • Professional, supportive work environment • Additional work available during holidays and through special projects <p><i>If you are in receipt of benefits or child tax credits and/or have been unemployed, check with your local centre/agency for advice on how this work will affect you.</i></p> <p>Contact HM Revenue & Customs for information on temporary work: www.hmrc.gov.uk/selfemployed Helpline: 0845 915 4515</p>
Hours of work	<ul style="list-style-type: none"> • Temporary, on request: • Term Time: 3 hours per day from 3pm to 6pm (unless otherwise agreed) • Holidays: 9 hours per day from 8am to 6pm with 1 hour break for lunch
Place of work	May be required to attend any Kids' City site.

Person Specification

The Bank 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 Bank Centre Manager will be able to step into and assess a new play environment and engage with new workers and children easily. They 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.

The Bank Centre Manager will face daily challenges and must be capable of responding promptly and appropriately including keeping good records.

The Bank Centre 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 & 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 (if in doubt, please ask.)
- ✓ 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

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.

This post is classed as a self employed position and you will be responsible for tax and national insurance contributions.

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.
Charity number 1108509
Company number 5347511
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