



First Steps Enterprise Limited

Placement: Kings Kids, Kings Meadow site

Job Description – After School Club Lead Worker

Pay: £14 per hour, plus 12.07% leave allowance;

15 hours per week over 5 afternoons each week; term-time only

Introduction

Kings Kids After School, based in the Kings Meadow site of First Steps Children's Centre, provides after school care for children aged 2-11. The club offers exciting and fun activities for children, in order to assist working and other parents. We are looking for a dynamic Lead Worker. This person will run and manage the club on a day-to-day basis and continue its development as an excellent local service.

Responsible to:

- Management & Supervision on all daily and operational issues – First Steps Deputy Manager
- Employer for contract/HR Issues – First Steps Enterprise's Managing Director

Responsible for:

- All club staff, including playworkers and any volunteers

Job purpose:

1. The day-to-day organisation and operation of the club to a high standard
2. Management of all other Playworkers, Trainee Playworkers and Volunteers

Job duties:

1. Ensure out of school club complies with all regulations and recommendations determined by OFSTED, (via the Early Years Foundation Stage, Compulsory and Voluntary Registers) in matters relating to the required standards, inspection and other associated issues.
2. To act as the suitable person for Ofsted.
3. To ensure parents/carers and children are welcomed in a professional manner, to carry out registration and reception duties
4. Ensuring the delivery of creative play opportunities in a safe and caring environment.
5. Providing full care for the children including collection of children from school and the safe delivery to parents and/or named carers. This will include providing refreshments.

6. Providing creative, appropriate play opportunities, preparing activities, organising the programme and so forth
7. Managing and leading a team, including playworkers and any volunteers
8. To meet and sustain targets for attendance of children as directed by senior management
9. To ensure all staff adhere to and implement all policies
10. To organise staff meetings and planning meetings as required
11. Be responsible for prompt of fees and ensuring debt is not allowed to escalate.
12. Carrying out day-to-day administration, record keeping, ordering and purchasing materials and equipment.
13. Working within an agreed budget.
14. To provide data/monitoring information and reports as required by management
15. Administering First Aid as appropriate.
16. To promote and publicise the club to local parents and the community
17. Encouraging parental involvement and support of the club.
18. Initiating close liaison with parents, schools and other agencies
19. Attending meetings as appropriate.
20. Carrying out all responsibilities and activities within an equal opportunities framework.
21. Working within agreed policies.
22. The post holder will be expected to take full responsibility for ensuring they are up to date with current childcare issues.

Person specification – Essential:

Qualifications & Training

- NVQ Level 3 in Playwork or NNEB, /BTEC/NVQ Level 3 Diploma Early Years /Childcare
- A current first aid certificate (can be arranged if expired)
- Food Safety certificate (can be arranged if expired)

Experience

- A minimum of 2 years' experience post-qualified
- Experience of working with children aged 2-11 years

Skills, Knowledge & Attributes

- Very good knowledge and Understanding of OFSTED standards and regulations
- Very good knowledge and Understanding of Early Years Foundation Stage
- An excellent understanding of good quality childcare and the principles and values of play
- A commitment to equal opportunities
- Ability to provide and facilitate safe, creative play
- Ability to communicate at all levels
- Ability to manage and lead a team

- Ability to produce regular project reports
- Ability to meet children's individual needs
- Ability to work on own initiative
- Ability to use judgement and common sense
- Some fundamental ICT skills

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.

This post is subject to enhanced Disclosure and Barring Service disclosure and references.

Desirable for the post

- A current driving licence.

Other Information

- £14 per hour. An annual leave entitlement of 12.07% is added to the pay.
- Hours of work. 15 per week over 5 afternoons each week, term-time only (2.50pm to 5.50pm each day)
- Annual leave: payment is added to the wage. As the post is term-time only and leave is thus allocated to school holidays, leave cannot be taken during this the school term itself.
- Location: Kings Kids, based in Kings Meadow Primary School, Ainsdale, Southport
- This post is fixed-term in line with the offer letter
- Apply by completing on-line application form at this site
<http://firststepsenterprise.co.uk/vacancies/>