

## Job Role: Manager (After School & Holiday Club)

<b>Responsible to:</b>	Director (Donna Ross)
<b>Responsible for:</b>	Group Leaders x 2, Play Workers x 5, 60 Children
<b>Hours of Work:</b>	<p><b>Term Time:</b> 30 hours per week (Children in Session 2.00pm - 6.00pm After Schools Club daily) <b>AND</b> <b>School Holidays:</b> 30 hours - 40 hours per week (Flexibility Required) (Children in session 8.00am -6.00pm daily)</p>
<b>Rate of Pay:</b>	£11.50 per hour Paid monthly
<b>Job Description:</b>	<p>To manage the provision of out of school care at St Jude's Parish Hall, Ravenhill Road, Belfast and Knockbreda Primary School, Wynchurch Road.</p> <p>To deliver and exceed the 'minimum standard' requirements for out of school care provision for 4-11 year olds.</p> <p>To administrate, manage and keep accurate records for the group.</p> <p>To support staff in the delivery of play opportunities for the children/ maintaining the play areas.</p> <p>To chair &amp; minute weekly Team meetings.</p> <p>To chair &amp; minute Monthly Management meetings.</p> <p>To undertake any other duties suitable to such a post as required.</p>
<b>Holiday Entitlement:</b>	Public/ Bank Holidays (12 days) Annual Leave (20 days)
<b>Essential Criteria:</b>	<p>Hold or be working towards a minimum of Level 5 in Childcare or Play Work or higher equivalent.</p> <p>All mandatory training must be completed and up to date, Child Protection and Safeguarding, Food Safety, Paediatric First Aid, Health and Safety/ Risk Management Training.</p> <p>A minimum of 3 year's experience as a supervisor, deputy leader, group leader or manager working with 4-11 year olds.</p> <p>Excellent communication skills with parents, staff and children.</p> <p>Full, clean driving license and competent to drive the Groups Mini Bus.</p>
<b>Desirable Criteria:</b>	Creative, Storytelling, Sports Skills/, Music Qualifications Management Skills/ Qualifications

