



Job Title	Kidz Club Manager
Responsible To	Senior Management
Responsible For	Playworkers, Siblings Group, Stay and Play Support Group, Unique Toyz, Volunteers and Students
Salary Range	£23.5k - £26k per annum, dependant on experience
Hours	35 hours per week to be worked flexibly over 5 days per week including an occasional weekend day All shifts between hours of 8:45 and 6:15pm

## **Unique Kidz and Co Overview**

Unique Kidz and Co is an award-winning charity that provides social and play opportunities for children and young adults with disabilities and additional needs across Lancaster, Morecambe and the surrounding areas. The charity runs a number of services including afterschool and holiday clubs for children aged 5-19, a siblings group and stay and play sessions for under 5's. In addition, it runs daytime support sessions for young adults aged 18 – 30. Unique Kidz and Co is a place to play, have fun, make friends and be unique and the specialist care that we provide give parents, carers and families the respite that they need and the opportunity to remain working.

## **Job Summary**

The Kidz Club Manager will create and retain a happy and committed staff team, lead and motivate them in delivering high quality play services for children with disabilities and SEND that promote the children's health and well-being. They will be responsible for ensuring the setting is Ofsted inspection ready at all times and have a key role in the growth and development of new and existing play projects and services.

Play work is about providing a fun, safe and structured environment for children to thrive in. A place where their curiosity is encouraged, friendships are developed and children return home with a big smile of achievement. You will be required to organise and deliver stimulating activities and games for the children of varied ages and abilities.

Alongside Kidz Club the Manager is also responsible for Siblings Group, Stay & Play Support Group and Unique Toyz.

## **Job Description**

### Team Management

- To lead by example and create an inspiring team environment with an open communication culture and motivated team members
- To lead monthly team and planning meetings ensuring that minutes are recorded and follow up actions completed
- To complete quarterly supervisions and annual appraisals with the team
- To support and enable the staff team to develop their skills
- To delegate tasks, set deadlines and oversee all day-to-day operations of the services including managing the team's workload ensuring deadlines are met
- To manage and complete all necessary paperwork relating to staff
- To be responsible for the recruitment and induction of Kidz Club team members, volunteers and students
- To ensure all staff training is fully up-to-date and to be responsible for booking and organising any training required.

### Working with Children & Young People

- To lead, inspire and manage the team in creating and maintaining a safe and supporting environment for young people with a wide variety of abilities and needs
- To lead and coordinate the planning of varied activities which encourage the young people to have fun, make friends and join in. This includes organising ideas, themes, activities and trips.
- To lead and coordinate the delivery of both face-to-face and virtual sessions as well as any future grant-funded projects that may be successful.
- To work both 1:1 and in groups with the young people ensuring that individuals are supported appropriately allowing them to have a positive and engaging experience.
- To ensure the team delivers the highest quality of care to the young people attending including snacks and drinks, personal care and administering medication when required
- To lead the team in ensuring that play is at the forefront of all sessions.

- To lead the team by delivering motivating and informative morning briefs and de-briefs.
- To ensure that all young people, parents, carers, families and visitors are made to feel welcome
- To organise and coordinate all key worker assignments and to support the team with any queries that they might have
- To coordinate the transportation of children and young people both to and from the setting including on trips and outings

### Management of the Services

- To lead and manage all Kidz Club services ensuring that all necessary paperwork for the setting is completed to a high standard including (but not limited to) risk assessments, fire reports, registers and transport sheets
- To ensure that all service user files are up to date and organised with all the correct information and documentation (including care plans, risk assessments and Personal Emergency Evacuation Plans)
- To be competent in the use of IT systems and any appropriate software required for the running of the services
- To ensure that the booking system is run efficiently, taking into account all the different funding streams and spaces available.
- To be responsible for reviewing and updating all policies and procedures relating to the setting
- To be responsible for the health and safety of the setting ensuring that it is safe for service users and all policies and procedures are being followed and regulations are being met.
- To be responsible for the monitoring and development of the services ensuring that reflective practice is being used at all times
- To contribute, when required, to grant applications and monitoring ensuring all outcomes of any grants are being met
- To organise transitions for children starting at the club and those moving on to adult services ensuring that families are kept up to date with transition plans

- To communicate clearly with parents/carers, local schools/colleges, social workers and other external agencies and professionals whilst maintaining confidentiality.
- To adhere to the Financial Policy and to liaise with the Head of Finance for all financial aspects of the role

### Promotion

- To raise awareness of the service in the local community including: attending local cluster meetings, networking with other providers, promoting the service to local nurseries, schools and colleges and developing strong relationships with social workers
- To be the first point of contact for new families providing excellent customer service
- To build and maintain strong partnerships with parents, carers and other external professionals
- To use social media to promote the services and engage with new and existing families

### Ofsted

- To be a named person for Ofsted
- To ensure that the club meets all Ofsted requirements for the Childcare and Voluntary Register
- To regularly check for any Ofsted updates and implement changes as necessary
- To ensure that all staff are trained and knowledgeable of the Ofsted requirements
- To review all internal policies and procedures relating to the setting ensuring that any relevant Ofsted criteria is being met
- To ensure all paperwork is kept in the correct manner ready for an Ofsted inspection

### Other

- To be one of the Designated Safeguard Leads for the setting and to promote safeguarding across the building ensuring that information displayed is kept up to date
- To work closely with other service managers to ensure that all teams are working to the same high standard and delivering the same quality of care
- To provide continuity in the absence of other service managers
- To have a strong general knowledge of the charity and its services

- To ensure that all Unique Kidz and Co policies and procedures are adhered to at all times
- Such other duties or responsibilities as may reasonably be required

Please note that this offer is subject to Unique Kidz and Co receiving two satisfactory references and clear Enhanced Disclosure and Barring Service check (DBS) unless you are on the updated DBS service.

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

### **Employee Benefits Package**

- 5% employer contribution to pension scheme
- 28 days annual leave (including Bank Holidays)
- Additional annual leave following 3 years continuous service
- “Birthday Leave” – additional day of annual leave for employees birthday

The Board of Trustees at Unique Kidz and Co are committed to developing their employee benefits package and it will be reviewed annually.

## **Person Specification: Kidz Club Manager**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An appropriate Playwork, Childcare, Education or Early Years qualification at Level 3 or above.</li> <li>• Level 2 Safeguarding and Young People Nominated Lead or the willingness to attend training</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead training</li> <li>• Relevant management and/or leadership qualification</li> <li>• Training in Paediatric First Aid, Moving and Handling, Food Hygiene, Administering Medication</li> <li>• Full UK Driving Licence</li> </ul>	Application Form
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years managing a nursery/childcare/school setting</li> <li>• Experience of working with children/young people</li> <li>• Knowledge and understanding of Ofsted requirements</li> <li>• Knowledge and understanding of Risk Assessments and Health and Safety</li> <li>• Experience of working in and leading a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of recording information for monitoring purposes</li> <li>• Experience of communicating with parents/carers and external agencies</li> <li>• Experience of working with children with disabilities</li> <li>• Knowledge and understanding of children with disabilities</li> <li>• Knowledge and understanding of the Playwork Principles</li> <li>• Knowledge and understanding of the EYFS Framework</li> </ul>	Application Form / Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and writing skills</li> <li>• Ability to lead an activity with the children's needs in mind</li> <li>• Ability to lead and motivate a staff team Ability to manage finances and budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Makaton, BSL, PECS or other relevant methods of communication</li> <li>• Specialist skills and interests that would be of benefit to Unique Kidz and Co</li> </ul>	Application Form / Interview

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly, positive and professional manner</li> <li>• Enthusiasm</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>	Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Evident passion for play, childcare and providing an excellent service</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Unique Kidz and Co and the services it provides</li> </ul>	Interview