

## After School Club Manager

**Start Date:** TBC - Term Time Only and/or During School Holidays

**Location:** Snodland Community Centre, Snodland, Kent ME6 5DP

**Hourly Rates:** £9 - £10 per hour

**Hours per week:** 18.75 hrs (39 weeks Term Time Only) additional hours during school holidays. 2.30pm- 6.30pm Monday- Friday

The Robin Club are looking to recruit an enthusiastic leader with excellent communication skills to manage our After School Club Team. This is an exciting role. We are seeking a dynamic and pro-active individual to create an exciting and stimulating environment as part of our extended services to families.

Essential Requirements:

- Experienced in playwork or childcare
- Appropriate Level 3 qualification or working towards a level 3
- Fun, passionate and enthusiastic for working with children
- Knows how to create a fun and creative working environment for children
- Is able to monitor and evaluate the quality of the service, ensuring that all staff work within the club's policies, guidance, safeguarding and procedures
- Able to interact well with both children and parents.
- Has a thorough understanding of the EYFS framework and equal opportunities
- Experience of working with 4 to 11 year olds
- Experience of administration
- Experience of working in a supervisory or management capacity
- Proven leadership skills
- Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children\*
- Ability to work on own initiative.
- Understanding of the principals of safe practice and educational development in childcare.

The position involves supervising children and providing after school care during term time and during school holidays. You will be required to work with playworkers in developing and delivering a stimulating, child-centred play and activity programme.

**For a full job description and application pack visit our website:**

[www.robinoutofschoolclub.co.uk](http://www.robinoutofschoolclub.co.uk)



**Employees must undertake a DBS check**

**This company is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

Closing date: 12 noon Friday 26th January 2018

Interviews: Afternoon of Monday 29<sup>th</sup> January 2018 to include activities with the children.