**Job description**

**Job Summary**

**You MUST have a playwork or early years qualification and management experience.**

**Hours- Monday to Friday 2.00pm - 6.00pm - Term Time Only.**(negotiable **to the right candidate.)**  
We are on the lookout for a happy, enthusiastic and passionate Club Manager who is committed to developing and nurturing other team members, as well as our children.

We need someone who can manage, direct and support staff in their delivery of a safe and effective programme, while ensuring team members are motivated and happy.

**Duties**

As a Club Manager

* You will ensure that there is effective communication between your venue, your team, parents, the school and the management team.
* Lead and motivate the club team to deliver outstanding service and achieve operational excellence.
* Be able to provide a safe, inclusive, fun, and engaging care for our children while inspiring them to explore their interests.
* Plan, supervise and deliver planned activities with structure and enthusiasm. This includes a wide range from multi sports, games, arts & crafts, downtime and structured play.
* Promote and uphold our Safeguarding Policy, working closely with the Designated Safeguarding Officer to ensure the wellbeing of all children is maintained.
* Coordinate safe, timely set-up and pack-up of activities, to maintain safety and efficiency
* Oversee equipment storage and organisation ensuring resources are cared for and accessible
* Oversee food ordering, storage, preparation and serving, ensuring cleanliness and hygiene standards are maintained
* Manage Playworkers, providing support and guidance to promote the best performance possible, as well as recording and reporting attendance and lateness
* Manage day-to-day operations, including scheduling, budgeting, and inventory management.
* Monitor club performance metrics and implement strategies for continuous improvement.
* Ensure compliance with health and safety regulations, as well as club policies.

**Qualifications**

* 18 years or older and have the right to work in the UK.
* Experience in childcare, education or sports coaching
* Confident in leading and motivating a team.
* Enthusiastic, organised, reliable and trustworthy.
* Have a fun and approachable manner with children and young people.
* Professional demeanour, able to work under pressure, and prioritise safety at all times.
* Strong interpersonal skills with the ability to educate and inspire team members and club members alike.
* Excellent organisational skills with a keen attention to detail.
* Relevant qualifications - Level 3 Playwork or an Level 3 Early Years.
* Must have leadership experience in a similar environment.

**Preferred Attributes**

* Hold an Enhanced DBS Check for the Children’s Workforce.
* Hold a Paediatric First Aid Qualification.
* Hold a Level 1 or 2 Food Safety and Handling certificate.

**Safer Recruitment & Training**

This role is subject to the successful completion of an interview and trial shift. Candidates will also be required to provide two references appropriate to childcare and be able to hold a suitable Enhanced DBS Check.

Job Type: Part-time

Pay: £14.00-£16.00 per hour

Expected hours: 20 per week

Benefits:

* Company pension

Schedule:

* Monday to Friday
* No weekends

Work Location: In person

Application deadline: 01/08/2025

Reference ID: Greenfields@ St George's

Expected start date: 01/09/2025