

## **Club Manager - Job Description**

The role of the Club Manager is to manage and support all staff, resources and processes to ensure the smooth running of the Energy Kidz site and all of its programmes. This role is paramount to the success of the club. Reporting directly to Head Office, responsibilities are described as follows:

### **Responsibilities are described as follows:**

- Manage, direct and support club staff.
- Ensure motivated and happy team.
- Welcome parents and ensure effective parent communication. Inform head office of any parent feedback, requests or comments.
- Ensure accurate records are kept in line with head office policies and procedures.
- Give new starters full induction.
- Liaise with and feedback on all aspects of the club with head office.
- Attend planning and reviewing meetings.
- Identify training needs and liaise with the head office to facilitate staff training
- Ensure all risk assessments are up to date and continually managed, checking the equipment and ensure safety at all times.
- Run and lead regular team meetings
- Ensure all risk assessments are up to date and continually managed.
- Providing first aid when necessary
- Continually show respect for the site by ensuring cleanliness and safety at all times.
- Ensuring policies and procedures are adhered to and inform head office of any necessary changes.
- Effectively manage the behaviour of the children.
- Ensuring adequate supervision of indoor and outdoor activities
- Ensure we meet all Ofsted requirements and you will be the main contact during an Ofsted inspection.
- Complete all reviews and appraisals for their own staff efficiently, accurately and constructively following agreed timescales.

### **Requirements**

- Experience of working with 4 to 11 year olds
- Appropriate Level 3 qualification.
- Experience of administration
- Competent in using IT to support play and club administration
- Understanding the varied needs of children and their families
- Understanding the issues involved in the delivery of quality play care
- Understanding the issues of equal opportunities
- Provide and facilitate safe and creative play

- Good communication skills
- Ability to work as a team member and demonstrate leadership skills
- Sound judgement and common sense
- Ability to work on own initiative
- Appropriate child protection training
- Current Paediatric First Aid Certificate
- Food Hygiene Certificate
- Experience of working within a play-based setting

Energy Kidz is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The emphasis is CARE and PLAY. CARE ensures safety for children and peace of mind for parents. PLAY allows the free involvement of children in a wide range of activities.