

## Job Description

<b>Job Title</b>	Local Area Manager – Term Time
<b>Location</b>	Remote/home working
<b>Service</b>	Operations Team
<b>Stakeholders</b>	Children, staff, parents, schools, Local Authorities, Ofsted

### Job Purpose

1. To oversee the management of an agreed number of care clubs following current childcare and playwork guidelines, ensuring the clubs are run to Energy Kidz policies and procedures.
2. To support club staff in their role, reporting back to the line-manager on a regular basis and constantly striving to improve the service to stakeholders.

### Main Duties and Responsibilities

1. To advise and support club staff in their role whilst ensuring company Policies, Procedures and the Business Operating Manual are adhered to at all times.
2. To train or arrange relevant training for staff.
3. To have effective communication with both staff and Head Office, motivating staff and disseminating Company information in a clear manner.
4. To ensure the safety and welfare of the children is maintained within the context of Energy Kidz Policies and Procedures and Ofsted requirements.
5. To advise clubs on how to meet the physical, intellectual, social and emotional needs of the children. This may include advice on behavioural issues, special educational needs, speech and language.
6. To be able to elicit and listen to views of stakeholders using a variety of methods. These may include children, parents, schools, Local Authorities.
7. To maintain accurate records and reports in accordance with Energy Kidz Policies and Procedures.
8. To communicate with line-manager on a regular basis.
9. To manage incidences of poor practice according to company guidelines.
10. To adhere to company safeguarding and whistleblowing policies and procedures.
11. To participate in internal and external training, supervision, appraisals and to attend and contribute to team and staff meetings, both locally and at Head Office.

12. To lead on recruitment following Safer Recruitment guidelines and liaising with Human Resources, local advertising and interviewing.
13. Scheduling staff to ensure that clubs are fully staffed at all times.
14. Ensuring clubs are fully equipped to meet the needs of the children. This may include food ordering, purchasing resources and suggesting activities.
15. To keep up to date on changes to legislation.
16. Increasing and maintaining good attendance numbers ensuring set gross margins are met.
17. Promotion of the business to the wider community, including attending or organising attendance at local events, and ensuring the business is always represented in a positive way.
18. To manager the ongoing relationship with the schools.
19. Any other tasks that arise from this variable and adapting business that may be required to meet the needs of the clubs and the industry.

### **Person Specification**

#### **Qualifications/Education/Training**

1. Good general education including literacy skills ideally with maths and English at GCSE grade C or above or equivalent.
2. Childcare or playwork or management training.
3. Post holders must be prepared to undertake training to carry out the full range of duties of a Local Area Manager.
4. Full, clean driving licence and own car.

#### **Experience**

1. Experience of effectively managing staff.
2. Experience of a childcare environment - desirable.
3. Experience of remote working - desirable.
4. Experience of working with a variety of stakeholders who may have differing agendas.

### **Skills, Abilities and Competencies**

1. Ability to act in a professional, discrete and confidential manner at all times.
2. A proven track record in delivering high standards of support and guidance to club staff and meet their needs with a sense of understanding and respect.
3. Experience in to maintaining accurate records and produce reports.
4. The ability to effectively converse with and listen to service stakeholders.
5. A proven track record in effective problem solving.
6. Assess risks and potential hazards.
7. Work alone under pressure in stressful and difficult situations,
8. Ability to remain calm, acknowledge good practice, as prescribed in Energy Kidz guidelines, and to challenge and rectify poor practice.
9. Ability to recognise the changing needs of the stakeholders or environment.
10. Ability to deal effectively with conflict.
11. Excellent time management and planning skills.
12. High levels of self-motivation.
13. Competent user of office IT products.
14. Desire for continuous life-long learning and ability to seek out new opportunities for the advancement and improvement of the business.