

## A UNIQUE OPPORTUNITY FOR A MANAGER AT BISHOP'S TACHBROOK OUT OF SCHOOL CLUB

[Bishop's Tachbrook Out of School Club](#) (Ofsted rated Good 2017), working in partnership with [Bishop's Tachbrook C of E Primary School](#), is looking for an organised enthusiastic, honest, reliable, hardworking Manager seeking a fun and enjoyable role, leading our experienced staff, working with our well behaved children in this supportive environment. The Manager is involved in running all aspects of our popular breakfast and after school club ('OOSC'). If you are looking for a new challenge, have experience working with children, can manage staff and have excellent communication skills, Bishop's Tachbrook Out of School Club would be delighted to hear from you.

### We can offer you:

- a supportive, energetic, friendly and hardworking team
- a well-equipped club with excellent resources both indoors and out
- opportunities for development within our growing organisation
- efficient online booking and payment system allowing more time to be spent with the children
- excellent rate of pay with potential for progression
- training in Paediatric First Aid, Child Protection and Food Hygiene
- Free childcare for your primary school aged children
- An attractive salary package (£20,586- £24,877 pro rata) p.a.

If you feel you could be suited to this role, please get in touch to book a visit to the Club to meet us and discuss how this unique role could work for you.

### As our Club Manager, you will be responsible to the Management Committee and will be required:

- To supervise Club activities and at all times ensure the safety of the children
- To be the Club's Designated Safeguarding Leader (DSL- training will be provided)
- To ensure the smooth and efficient operation of the Club, including day to day administration using our excellent and easy to use online booking system
- To plan and prepare a range of stimulating activities
- To work in partnership with staff, parents and carers providing the very best childcare
- To encourage, lead and support our friendly team of playworkers to provide a safe, stimulating environment for the children, with appropriate creative play opportunities
- To work closely with the Deputy Manager in determining the staff rota
- To ensure equal opportunities in all aspects of the work
- To ensure policies are kept up to date to comply with any changes in regulations
- To further develop the skills of the staff through performance management
- To ensure the provision of healthy refreshments for the children
- To ensure that the children's voices are heard
- To administer first aid, along with our staff all of whom are first aid trained.

### Essential Aptitudes, Qualifications, Training and Experience:

- An up to date knowledge of and absolute commitment to robust safeguarding
- Good written and interpersonal communication skills
- Minimum Grade C GCSE English and Maths
- Willingness to undertake further training as necessary
- A sense of humour and a sense of fun!

### Desirable Qualifications, Training and Experience:

- NVQ3 in childcare
- Two years successful staff managerial experience
- Two years in a childcare/ school setting
- First Aid paediatric Qualification

We are committed to safeguarding and expect all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check with a Barred List check as well as Ofsted suitability checks as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.