



**Tarner**  
**Children**  
**Young People**  
**Community**

## **Tarner**

### **Job Description**

**Post title:** Children's Project Manager

**Reporting to:** Operations Manager

**Responsible for:** Play Workers/bank staff/volunteers

**Hours:** 30 Hours a week

**Rate of pay:** Salary between £25,350 - £29,250 per annum, pro rata  
(dependent on experience)

#### **Purpose of role**

Lead all operational aspects of the After School Clubs & Holiday Play Schemes. Responsible for the day-to-day management of a team of playworkers. Plan, manage and supervise the reliable delivery of a safe, creative, fun experience at ASC and HPS. Carry out other responsibilities as directed by the CEO.

#### **Principle responsibilities**

##### **PLAY WORK DELIVERY**

- To ensure that Tarner policies and procedures are adhered to and understood by staff, volunteers and any students at the project, updating them on any changes.
- To ensure staff provide safe care for the children during ASC and HPS.
- Ensure the team understand and meet children's individual needs in accordance with their care plans.
- Work directly with children including playing, talking, educating them etc
- Allocate daily tasks to the team including preparation and delivery of the clubs.
- Manage staff to ensure they equally support every session & one another.
- Ensure staff always provide safe collection of children from schools.
- Set a senior level example regarding professional boundaries with all.
- Work within the guidelines of the Early Years Foundation Stage.
- Adhere to relevant SEND procedures and guidelines.
- Allocate Key EYFS Workers & ensure EYFS procedures are followed.
- To be a member of The Senior Management Team.



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### **STAFF & HR**

- To lead team meetings.
- To carry out regular supervision and appraisals with all staff/volunteers.
- Offer leadership and guidance to staff/volunteers, role model for the team.
- Deliver an appropriate induction to new members of the children's project.
- Highlight and address staff training and development gaps.
- Ongoing training and guidance, defined by your line manager/trustees.
- Build partnerships and share best practice with similar local settings..

### **FAMILY LIAISON**

- Build relationships with parents/carers and be main point of contact.
- Training and supervision to support this service & report serious issues.
- Involve children and their families to develop services & best practice.
- Tailor plans for children with additional needs/challenging home lives.

### **ADMINISTRATION**

- Ensure staff follow guidelines and policies set out by OFSTED.
- To act as designated Safeguarding Officer.
- Carry out day-to-day administration for the project to run efficiently and professionally.
- Carry out daily and annual Risk Assessments or when required.
- Ensure daily staff feedback & safeguarding at the end of each session.
- Ensure all safeguarding procedures are adhered to.
- Follow Environmental Health inspection recommendations.
- Ensure food hygiene standards are maintained to a high level.
- Report building and parking issues to the Community Partnerships Manager.
- Monitor equipment for safety and repairs/replacement and report to the Office Manager to action.

To undertake any other duties that may reasonably be required in the course of your duties and to ensure that all duties are undertaken in accordance with the Health and Safety policy.

### **Person Specification**

#### **Essential Criteria**

- Demonstrable experience of team management in a childcare setting.
- Demonstrable experience of providing a high quality and professional service for children.
- Demonstrable experience and understanding of OFSTED requirements



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- Ability to act as Senior Safeguarding Officer as well as excellent knowledge of safeguarding procedures.
- SEN and EYFS experience.
- Ideally qualified to Level 3 in Childcare
- Good written and verbal communication skills
- Excellent planning and organisational skills
- Good people management skills
- The ability to keep calm in challenging situations

**Please note the successful candidate will require an enhanced DBS (Disclosure and Barring Service) check.**

**June 2024**