



Club Manager Job Description

Job summary: Day to day management of the club.
Ensure the activities fall within the framework of the club's policies and procedures

Line manager: [Compliance and Development Officers](#)

Responsible for: Children, any staff or volunteers in attendance

Working relationships: Children attending the club and their parents or carers
Management or proprietor and staff, students and volunteers, schools, registering authorities

Hours:

Main duties include:

- Planning, preparing and delivering quality activities within a safe and caring environment.
- Ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Setting up the activity space including moving furniture and equipment.
- Providing support and supervision to all staff and volunteers associated with the club.
- Ensure regular staff meetings take place in relation to the club.
- Administration and record keeping
- Management of onsite team
- Developing and maintaining good communication with all members of the club, schools and parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> ● Minimum Level 2 qualification in sport or childcare ● Experience of working with 4 to 11 year olds ● Experience of administration ● Experience of working in a supervisory or management capacity ● Delivering equal opportunities in a play setting ● Understanding the varied needs of children and families ● Providing and facilitating safe, stimulating play ● Proven leadership skills ● Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children* ● Ability to work on own initiative, using judgement and common sense ● Familiarity with Ofsted policies and procedures 	<ul style="list-style-type: none"> ● Appropriate Level 3 qualification in sport, childcare or teaching ● Appropriate child protection training ● At least 2 years' experience of working in a childcare setting ● Experience of budgeting ● Ability to use IT based resources to support play and club administration ● Current driving licence ● Current 12-hour Paediatric First Aid Certificate ● Food Hygiene Certificate

* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017