



Job Description FACES Area Manager

Job Title:	Area Manager of the breakfast, after school and holiday clubs at Spiral schools
Location:	Mobile; based at Fleetville Junior School
Grade:	H9 (£36,831- £39,382) based on experience
Hours:	25 hours per week (to overlap with club times and office working hours)
Weeks Worked:	43 weeks (term time plus inset days and 4 weeks holiday club cover)
Reports to:	Executive Head, Compliance, Operations and IT

Role Purpose:

FACES is an out of school setting which provides out of school care provision before and after the school day, as well as during school holidays. Each club is run by a manager, whose role is to plan and supervise the activities. The Area Manager's role is to provide effective leadership, management and administration of the FACES clubs including all before, after-school and holiday club settings. The role holder will oversee the quality of provision at each club to ensure that high quality childcare is provided at all times and that all clubs offer a safe and stimulating environments for all children.

Key Accountabilities:

Strategic

To lead and manage the FACES club managers to plan activities which support the delivery of the Spiral Vision of "Shaping a better Future".

- To be responsible for the strategic development plan for FACES and implement a robust monitoring, review and evaluation process for gathering evidence and quality control.
- To work with the individual club managers to manage the settings' performance and ensure the profitability of each setting.
- To work with Headteachers, School Business Managers and Club Managers to identify opportunities to grow the clubs.
- To help develop new holiday club opportunities and promote and market these and develop on-going planning.
- To work with Club Managers to ensure consistency across all settings.
- To develop a communication strategy; setting clear expectations and ensuring positive public relations with families.

Operational Management

To proactively manage and oversee the running of FACES.

- To carry out effective monitoring and auditing of all clubs and explore ways to improve standards and quality of provision. Ensure settings meet statutory safeguarding and welfare requirements.
- Identify any practices which do not comply with organisational and/or legal requirements, agree action plans and take steps to resolve issues.
- To ensure the safety and welfare of the children is maintained within the context of Ofsted requirements.
- To ensure that settings are always Ofsted ready as part of school inspections.
- To provide regular updates/feedback on club performance to the Exec Headteacher, Compliance, Operations and IT and the CEO, attending meetings as appropriate.
- To investigate all complaints and safeguarding issues, following appropriate procedures, agreeing actions and liaising with relevant parties.
- To support the club managers in agreeing priorities and agendas for staff meetings.
- Overall responsibility for ensuring staffing levels adhere to agreed club ratios. This includes the recruitment of all staff.
- To provide ratio cover when needed.
- To support Club Managers in maintaining children's booking information, waiting lists and registers.
- To support Club Managers in setting up clubs on the Magic Booking system each year
- To collate and verify timesheets and process payroll adjustments.
- To reconcile staff pay and deal with contract queries including sickness and leave.
- To produce annual budgets for all clubs and reforecast when required.
- Analyse and review monthly budget results and explain variance.

People Management

- To implement and maintain the Trust's equal opportunities policy, ensuring that managers and staff are valued, and practice is positive and non-discriminatory.
- To work in collaboration with the central Trust team with people management activities (e.g. recruitment, contracts, annual leave, sickness absence, grievances, disciplinaries, leavers etc) across the Clubs, ensuring Trust policies and procedures are adhered to, and that issues are dealt with in a fair and consistent manner
- To plan and deliver a comprehensive induction and performance management programme for staff to ensure clear objectives are set; monitoring performance, development and progress; providing constructive feedback and offering support.
- To proactively manage the club managers' performance, carrying out regular accountability meetings, supervisions, probation reviews and annual performance reviews, and setting clear work and development objectives.
- To address club manager performance issues promptly and effectively and to support them in addressing performance issues within their staff teams.
- To undertake regular assessments of each club, advising on areas for improvement and producing reports for the CEO and FACES Committee.

Health and Safety

- To ensure that all club managers and staff are aware of their safeguarding and Health and Safety (H&S) responsibilities, follow safeguarding and H&S policies and procedures and complete relevant documentation to evidence good practice.
- To ensure that the physical environment of all clubs is maintained to a high standard, comply with the requirements of the Health and Safety at Work Act, food safety and COSHH regulations.
- To ensure the settings are kept clean and hygienic at all times, that cleaning practices are followed and recorded accurately, taking into account Infection Control practices.
- To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.
- To ensure that risk assessments and risk registers are up to date, regular equipment checks and drills are carried out, and recorded accurately and promptly.
- To ensure that managers and staff have a clear knowledge of procedures to be followed in case of emergency e.g. fire and accidents, completing and submitting relevant paperwork.

DSL

The role holder is a designated safeguarding lead (DSL). This requires them to take a lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). DSL responsibilities also include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children. This post is required to fulfil the requirements of the current Keeping Children Safe in Education 2023 Annex C.

DBS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring System as part of Spiral's pre-employment checks.

Additional Information

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Working environment

Some travel will be expected between sites to carry out quality assurance and provide support.

Person Specification, Knowledge, Experience and Training:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • At least Level 4 Qualification in Play work or equivalent • Grade C or above in English and Mathematics at GCSE level or equivalent 	<ul style="list-style-type: none"> • Degree or equivalent childcare qualification • *Paediatric First Aid qualification • *Basic Food Hygiene Certificate • *Safeguarding training • *First Aid at Work • *DSL training *Willingness to undertake training
Experience	<ul style="list-style-type: none"> • Experience of supervision of staff • Experience of managing staff performance/staff development • Experience of planning and organising a programme of activities • Experience of strategic planning • Experience of operations management • Experience of budget setting and monthly monitoring 	
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of best practice in quality provision within the primary age range • Knowledge of child development and the role of play • Strong understanding of financial management • Strong working knowledge of Microsoft packages including Word and Excel • Strong attention to detail, especially with regards to payroll 	<ul style="list-style-type: none"> • Knowledge of child development, needs and behaviour • Clear understanding of current thinking and developments within the primary age range • Good understanding of the Ofsted framework in relation to childcare • Knowledge of Safeguarding/Child Protection Issues. • Knowledge of Health and Safety regulations, particularly those applying to childcare • Understanding of equality and diversity Knowledge of health and safety and welfare issues within a childcare environment.

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all children and promoting the ethos and values of the Trust and individual Schools • Ability to work under pressure and prioritise effectively • The ability to work as part of a team • Commitment to always maintaining confidentiality • Commitment to safeguarding and equality • Commitment to ongoing professional development • Excellent interpersonal and communication skills including the ability to develop effective relationship with staff and parents • Ability to maintain confidentiality at all times 	
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