



	Platform Sports Coaching Ltd "Platform to Success"
Job Details	
Job Title:	Site Manager
Area:	Chelsea/Sloane Square/Roehampton
Pay:	Competitive (FT & PT Hours)
Responsible to:	Director & Schools Manager
Effective from:	September 2024

Company Description

Platform Sports Coaching is a sports coaching company located in Surrey & South London. We provide pupils with the best possible platform to succeed in their chosen sports and activities. Our mission is to create a fun and rewarding environment where players can develop and achieve their goals.

Role Description

This is a part-time role for a Site Manager with one of our partner clubs and schools. The right candidate will be responsible for planning and delivering the wrap around care sessions to a high standard. They will also be responsible for communication with team managers and parents and ensuring all policies and procedures are met.

Qualifications & Skill Set

Experience

- At least 2 years' experience of deputising or acting in a management role in a play, childcare, extended services, or school setting.
- Experience of working with children in a play, childcare, out of school or school setting.
- Supervision of staff and effective performance management.
- Introducing and implementing change – an example where you have shown initiative and followed through to delivery.
- Developing projects in partnership with parents.
- Involving children in shaping services and making decisions – responding to their views.
- Working in partnership with other agencies.
- Qualifications/Training
- Minimum required is a level 3 qualification in childcare or play work or other relevant professional qualification.
- First Aid qualification Essential
- Evidence of continuing professional development in childcare, play and out of schools services.

Knowledge/Skills

- · Ability to lead a small team and work as part of a multi-disciplinary team
- · Knowledge and understanding of children's age and stage of development.



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Site Manager

- Knowledge and understanding of: the Every Child Matters agenda; Children's Plan and Childcare Act 2006; safeguarding children; CAF
- Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations.
- Ability to work flexibly and have an open and flexible attitude.
- Excellent communication and interaction skills (written and oral) with children and adults and the ability to communicate with diverse audiences.
- Ability to create an inspirational and stimulating child centered play and care environment.
- Health and Safety and food hygiene legislation.

Equal Opportunities

- Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children.
- Continuing Professional Development
- Willingness to undertake additional training / staff development as appropriate.
- Ability to reflect on your own professional practice.
- Safeguarding of children
- To work in a way which promotes the safety and well-being of children.

Main Responsibilities

Role description:

1. Overall Management and Organization:

- Lead and develop the day-to-day management and organization of the Wrap Around Care provision.
- Provide line management to a team of Activity Leaders, directing their work, supervising activities, and inducting new staff members.
- Ensure high standards of care and play opportunities for children aged 4 to 11 years old in a safe and secure environment.

2. Delivering Wrap Around Care Provision:

- Coordinate and oversee the Before and After School Clubs.
- Motivate staff to deliver high-quality creative play opportunities.
- Liaise with school staff regarding the needs of attending children.
- Encourage parental involvement and support for the club.

3. Management and Administration:

- Uphold, implement, and review policies and procedures related to Wrap Around Care.
- Maintain records (attendance, financial, staff) in compliance with GDPR.
- Manage the Wrap Around Care budget, including ordering supplies and resources.
- Administer bookings, collection of fees, and financial transactions.

4. Child Welfare and Safety:

- Prepare, maintain, and monitor a safe and secure environment for children.
- Monitor resources and ensure adequate stock.



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- Liaise with parents and carers to meet individual children's welfare, cultural, and developmental needs.
5. **Active Engagement of Children:**
- Ensure active engagement of children during Pre- and After-School and Holiday Club sessions.
 - Organize staff rotas and manage staffing levels based on the number of attending children.

Health & Safety Responsibilities

Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.

Undertaking the appropriate risk assessments for the breakfast club & after-school club, where necessary.

Ensuring that adequate standards of safety and hygiene are maintained throughout the breakfast club & after-school club, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.

Benefits

- This role is paid on an hourly basis, therefore the more availability you have the more you could potentially earn
- Opportunities to work on Holiday Camps to increase your earnings.
- Uniform supplied free of charge.
- Flexible working when not required onsite.
- Continued Professional Development courses.
- Opportunities to grow within the company.
- State pension
- 28 days annual leave pro-rotta including bank holidays.