



JOB DESCRIPTION

Manager

- Support Senior Management
- Be responsible for the phone club and keys
- Make sure you have the paperwork you need, update paperwork and keep securely
- Ensure you have the box needed for the activities
- Make sure the club is set up prior to Children's arrival and that the room is cleaned (Food, activities, facilities and etc.)
- Liaise with parents
- Flexibility outside contracted hours
- Activity planning (discuss with Activity Leaders prior to arrival of children)
- Complaint handling
- Oversee staff
- Health and safety / update Fire drill register
- Record Activities
- First Aid
- Confident and outgoing personality
- Good with children
- Good communication skills
- Pro active
- Flexibility with transport