Our Club has supported quality affordable childcare for over 27 years in the Monifieth area. We have sites operating from Seaview and Grange Primary Schools offering a wide variety of fun activities for school-aged children. Our enthusiastic and committed team always put children first and pride themselves in delivering high quality childcare.

We have a vacancy for a Peripatetic Manager overseeing our sites at Grange and Seaview Primary Schools

The ideal candidate/s should be a passionate, positive role model and an enthusiastic team player with a knowledge and experience of providing inspiring high-quality childcare. Working as part of a dedicated and creative team, you will maintain strong, supportive and respectful relationships with your team and parents to enable individual children’s needs to be met.

The hours are Monday to Friday 7.45am to 9am and 1pm to 6pm during term-time and on in-service days and school holidays the hours are 7.45am to 12.45pm or 12.45pm to 5.45pm.

The application form available on our website should be returned by 16th October 2023.

It is essential you have SVQ Level 3 Social Sciences (Children & Young People), HNC or equivalent in Early Years Education and Care.

It is anticipated that the successful candidate will have:-

* Demonstrable track record in childcare management, ideally in the out of school club sector.
* Effective verbal communications with a friendly manner and a positive attitude.
* Experience in a customer facing sector.
* Excellent IT Skills, including Word, Excel and Outlook.
* Excellent written communication, networking, social and presentation skills.
* Ability to work independently with excellent time management, organisation and administrative skills. Ability to prioritise your workload.
* Ability to demonstrate by example the company's calibre with pride in personal appearance and professional practice

Reporting to the Management Committee, the post holder will be responsible for the day to day smooth running of the club.

The role will be supported by play practitioners and support workers. The Management Committee will provide assistance, training and developmental opportunities.

The key purpose of the role is to manage the appointed care setting. Responsibilities include but are not limited to:-

* Operational Excellence
* Organise and record up to date registers of attendance.
* Practice full understanding of the Care Inspectorate Social Care Standards and SSSC codes of conduct and legislations.
* Manage the overall administration of the setting, keeping relevant records and ensuring that the agreed club procedures are implemented.
* In consultation with other staff, plan a varied programme of activities suitable to the needs of the young people. Identify and develop partnerships internally and throughout the community.
* Actively attend club/committee meetings.
* Maintain good working relationships with other clubs as well as third-party organisations and agencies.
* Conduct regular team meetings to ensure that all staff are appraised with the latest information.
* Provide clear supervision for all staff on site, including appraisals, support for training and inducting new staff.
* Ensure that all policies and procedures are kept up-to-date and are reviewed regularly
* Maintain accurate records for staff and children, ensuring compliance with GDPR and Care Inspectorate guidelines
* Act as the initial point of contact for any approaches regarding the out of school club setting from parents, school staff or any other interested parties.
* Establish a strong relationship with the Care Inspectorate by demonstrating sound knowledge of childcare within an out of school club setting.
* Use initiative and follow up on enquiries from parents or guardians.
* Purchase resources, as necessary, within agreed budget with the Management Committee and keep appropriate financial records.
* Maintain your own SSSC registration, annual renewal and demonstrate substantial CPD hours on your online PRTL.
* Conduct regular team meetings to discuss team developmental needs.
* Engage in continual personal development for staff in the setting and liaise with the Management Committee to ensure that all staff are supported in their developmental needs.
* Ensure the Service meets all required standards for the Care Inspectorate and distribute details/updates of regulations to staff
* Day-to-day management of staff including staff rotas, ratios, sickness and lateness.
* Ensure welfare of all children and staff
* Implement, in collaboration and under the leadership of the Management Committee, a simple and engaging way to empower the staff in each setting.
* Act as a role model, coaching entry level staff through their qualifications.
* Develop and maintain warm relationships with members of the local community.

We value our team and provide benefits including discounted childcare costs, generous holiday entitlement and we support training and professional development.

Further information about SSSC registration and the qualifications required can be found on the Scottish Social Services Council website.

This post is subject to membership of the Protection of Vulnerable Groups Scheme under the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007. All applicants will be asked to disclose information about any offences committed and/or convictions held or other circumstances that could prevent them from taking up a position in childcare. Potential applicants for the post should be aware that it is an offence to apply for this position if they are on the Disqualified from Working with Children List.

Salary: £27,000.00 per year

Benefits include reduced childcare rates, sick pay, 29 days annual leave plus 6 public holidays.