



JOB DESCRIPTION

NAME

JOB TITLE

JPAC LTD SETTING MANAGER

REPORTING TO

RYAN ROBERTSON M.D.

BRIEF DESCRIPTION OF RESPONSIBILITIES

To manage our OFSTED registered setting and deliver a safe, caring and creative play environment for all children, whilst also ensuring compliance with the requirements of EYFS. Play must operate within an equal opportunities culture. To supervise all activities and take responsibility for staff and setting credit control. Liaise with M.D. regarding staffing problems and /or ratios, parental support and issues relating to the school and /or its environment.

1. CHILDREN

- 1:1 To have a sound understanding of good quality childcare.
- 1:2 To understand the rudiments of equal opportunities in play.
- 1:3 To help create an environment that is safe and able to meet the needs of our children.
- 1:4 Have the ability to use sound judgement and common sense insuring that the children are correctly supervised at all time in compliance with our OFSTED registration.
- 1:5 Help ensure that our settings provide a safe environment and meet the needs of children and parents.
- 1:6 Demonstrate an ability to be able to communicate with the children and empathise with them.
- 1:7 To manage difficult children.
- 1:8 Provide refreshments when necessary.
- 1:9 To supervise the team and promote a team culture.
- 1:10 Ensure that child registration forms are up to date and kept in a secure place.

2 PARENTS

- 2:1 Liaise with parents daily
- 2:2 Ensure only designated adults collect the children.

- 2:3 Ensure only JPAC Ltd staff and /or persons associated with the school are allowed to mix with the children.
- 2:4 Report any injuries to children to the nominated adult and ensure all the appropriate forms are completed.
- 2:5 Deal with parental complaints adopting the Company's procedures

3 ADMINISTRATION

- 3:1 Fully understand the Company's administration systems
- 3:2 Work within agreed policies
- 3:3 Ensure all necessary administration needs are complete for Ofsted and the requirements of EYFS.
- 3:4 Carry out any necessary administration duties for the Company.
- 3:5 Implement the Company's expenses system – distribute invoices to parents and collect money on behalf of the Company.
- 3:6 Keep all records up to date and legible

4 STAFF

- 4:1 Work as part of a team.
- 4:2 Attend meetings where necessary.
- 4:3 Make sure staffing levels are correct at all times.
- 4:4 Monitor and report to M.D. the performance of all staff under your control.
- 4:5 Administer the Company's Performance Management system.
- 4:6 Ensure children/staff ratios are correct at all times and that staff hold appropriate DBS documents and qualifications.
- 4:7 Understand your setting budgetary position and work towards improving profitability.
- 4-8 Ensure that staff files are up to date and kept in a secure place

5 OFSTED

- 5:1 Understand and implement all OFSTED requirements in respect of childcare.
- 5:2 Understand and implement the requirements of EYFS.
- 5:3 Assist with any processes necessary when being inspected.
- 5:4 Ensure you are fully up to date with latest initiatives and access appropriate training, as agreed by the M.D.
- 5:5 Encourage staff to be aware of the controls levied by Ofsted and liaise with M.D. regarding concerns about the Company not complying with Ofsted requirements.
- 5:6 Help to complete the setting annual Self Evaluation Form

6 **QUALITY CONTROL**

- 6:1 Help with the accreditation of standards that the Company is aiming to achieve.
- 6:2 Contribute to the continuous improvement programme the Company has adopted.

7 **PERSONAL**

- 7:1 Hold NVQ3 status or higher in playwork/childcare.
- 7:2 Understand that the children's safety is paramount.
- 7:3 Hold a current paediatric first aid and food hygiene qualification.
- 7:4 Adopt and implement the Company's Performance Management and Continuous Improvement programmes.
- 7:5 Operate within a framework of equal opportunities.
- 7:6 Understand collective responsibility.
- 7:7 Promote the Company positively at all times.
- 7:8 Understand the Company's procedures for registration, collection and delivery, complaints and injury to children.
- 7:9 Understand the Company's personnel policies and procedures.

8 **GENERAL**

- 8:1 Be observant and mobile. Use sensory skills to ensure safe supervision as well as having an ability to lift and carry equipment.
- 8:2 Understand that your duties will involve a variety of work including supervising children playing both inside and outside of the building.
- 8:3 Help to create an exciting environment for the children that embraces the following activities – sport, games, art and craft, construction, quiet areas and cooperative and imaginative play.
- 8:4 Undertake general cleaning of a used area of the school when necessary.
- 8:5 Work under own initiative.
- 8:6 Understand we are guests in the school where we are based and their needs take precedent over ours. Liaise with M.D. and school when necessary to overcome potential difficulties.
- 8:7 Look for solutions to local problems and actively promote your view.
- 8:8 Understand that children cannot be left unsupervised at any time. We work to a strict ratio of 1:8 for children under 8 and 1:10 for children over 10. Should parents be late in collecting their children then 2 members of staff must remain until all children have left the premises.
- 8:9 Take responsibility for opening and/or the closure of the school.

Reviewed August 2017 & 2019