

## Early Years Manager Job Description

**Hours of work:** Working hours will be between 08:00 and 18:00. Total hours will not exceed 47.5 hours per week

£440.00-£550.00 salary per week 2019 (2020 salary TBC), dependent on age, qualifications and experience

**Reportable to:** Camp Manager, Central Office and Area Manager

*Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment*

### DUTIES

1. Responsible for ensuring Early Years Foundation Stage is implemented
2. Named Designated Person on camp (dealing with child protection/safeguarding issues)
3. Main contact for OFSTED Inspectors at camp
4. Complete all management tasks for Early Years children such as communication with parents, admin tasks and managing the Early Years staff
5. Assist the Camp Manager with daily tasks e.g. site tours, equipment checks, financial records
6. Communicate with Central Office and provide them with all necessary information on a daily and/or weekly basis
7. Assist with onsite Induction Training for staff. The Early Years Manager will lead Ofsted/child protection areas of the training ahead of camp
8. Be with the Early Years groups 2 out of 6 sessions per day. Carry out observations with Early Years staff and get to know the children
9. Update Self Evaluation Form (SEF)
10. Regularly check staff's understanding of safeguarding procedures through questioning
11. Observe/take part in high risk activities for the Early Years groups
12. Maintain a tidy site/baserooms and ensure all equipment is packed away

### REQUIREMENTS – YOU WILL:

1. Attend Compulsory Senior Training Day – see contract letter for further details
2. Be Early Years Qualified (Primary qualified, CACHE L3, Primary PGCE, BA Primary Education)
3. Have Early Years' experience
4. Be eligible to work in the UK
5. Obtain an enhanced DBS check through Barracudas
6. Provide satisfactory references
7. Be available for Induction Training Day and at least 1 Set Up day to arrange the Early Years base rooms (these will be in the 7 days prior to camp opening)
8. Complete relevant online training modules annually
9. Coordinate pack up at the end of camp

### ADDITIONAL RESPONSIBILITIES

1. Ensure that the company fulfils all of its Health and Safety obligations by carefully following and enforcing procedures and safe systems as detailed in manuals and training



2. Demonstrate a proactive and diligent approach to all safety issues
3. Prepare and lead the on-site Induction Training as outlined in relevant manuals with assistance from your senior team
4. As part of the senior team, complete a staff evaluation for each staff member at the end of their contract
5. Report any concerns regarding child protection to the Designated Person at Central Office
6. Ensure that staff are aware of any children on camp who may have additional needs (including dietary needs) or a medical condition. Assist them in making reasonable adjustments to accommodate or understand children's requirements
7. Ensure necessary medication is administered correctly according to Essential Information forms and appropriate documentation completed
8. All staff may be required to support a swimming session. You'll need to bring swimwear and a spare Barracudas t-shirt daily

*Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. This post is exempt from the Rehabilitation of Offenders Act (1974) and therefore you are required to disclose any convictions. The Code of Practice and policy on Employment of Ex-offenders is available upon request.*

