

Early Years Manager Job Description

Hours: 08:00-18:00, Monday – Friday. *(Total hours will not exceed 47.5 hours per week)*

Salary: £510.63-£641.25 per week *(age, qualifications and experience dependant)*

(February Half Term Contracts to be issued on 2021 wage level. 2022 wage level effective from April 1st.)

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.

EYM Duties

- Responsible for ensuring Early Years Foundation Stage is implemented
- Designated Person on camp *(dealing with Child Protection and safeguarding issues)*
- Main contact on camp for OFSTED Inspectors
- Communicate with parents, complete administration tasks and manage Early Years staff
- Assist Camp Manager with daily tasks such as site tours, equipment checks and financial records
- Update and communicate with Central Office on a daily/weekly basis
- Assist with Induction Training for staff. As EYM you will lead Ofsted/Child Protection areas of the training
- Carry out observations with Early Years staff whilst getting to know the children
- Update Self Evaluation Form (SEF)
- Regularly check staff's understanding of safeguarding procedures
- Observe and take part in high-risk activities for the Early Years groups
- Keep site and baserooms tidy and pack equipment away

Requirements

- Attend compulsory Senior Training Day *(see contract for details)*
- Early Years qualified *(Primary qualified, CACHE L3, Primary PGCE, BA Primary Education)*
- Early Years' experience
- Eligible to work in the UK
- Enhanced DBS check on the Update Service
- Satisfactory references
- Be available for Induction Day and at least 1 Set-up Day to arrange Early Years baserooms
- Complete Online Training annually
- Coordinate pack up at the end of camp

Additional Responsibilities

- Follow and enforce Health and Safety procedures and safety systems as detailed in manuals and training
- Take a proactive and diligent approach to safety issues
- Prepare for Induction training using relevant manuals
- Assis Senior Team with evaluating staff once their contact ends
- Report Child Protections concerns to Designated Person at Central Office
- Make staff aware of any children with additional needs including dietary and medical (*may need to assist them in making reasonable adjustments*)
- Administer medication according to Essential information forms and complete appropriate documentation
- Bring daily swimwear (*staff may be required to support a swimming session*)
- Senior staff at Camp may be granted access to our social media platforms, but you'll need to liaise with the marketing team before posting content. You'll need read and comply with our GDPR policies.

In line with current guidance all roles will have to comply with COVID-19 policies and procedures. These duties may include the cleaning of indoor activity specific areas and the cleaning of resources and equipment. Further communication will be provided ahead of each season.

Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.