



Early Years Manager Job Description

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

Salary: £566.93-£665.42 salary per week dependant on age, internal/external experience, and qualifications

(February Half Term Contracts to be issued on 2022 wage level. 2023 wage level effective from 1st April.)

Reportable to: Camp Manager, Area Manager and Central Office

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

Early Years Manager Duties

1. Assist with Induction Training for staff. As EYM you will lead Ofsted/Child Protection areas of the training
2. Responsible for ensuring Early Years Foundation Stage is implemented by planning Explore and Play sessions
3. Reinforce Health and Safety regulations to ensure a safe environment.
4. Designated Person (DP) for Safeguarding *(dealing with Child Protection and safeguarding issues)*
5. Update and communicate with Area Managers and Central Office on a daily/weekly basis
6. Assist Camp Manager with daily tasks such as site tours, equipment checks and financial records
7. Carry out observations and participate in high-risk activities with Early Years staff whilst getting to know the children
8. Regularly check staff's understanding of safeguarding procedures
9. Main contact on camp for OFSTED Inspectors
10. Communicate with parents, complete administration tasks and manage Early Years staff
11. Site and Baserooms kept tidy, and all equipment packed away
12. Assess and review staff performance for end of season evaluation

Requirements

1. To attend compulsory Senior Training events *(see contract for further details)*
2. Early Years qualified *(Primary qualified, CACHE L3, Primary PGCE, BA Primary Education)*
3. Early Years' experience within a childcare setting
4. Eligible to work in the UK



5. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
6. Provide satisfactory professional/academic references
7. Attend and deliver Induction Training Day(s) (this will most likely take place within the 7-day period before your camp opens)
8. Complete Online Training annually
9. Coordinate pack up at the end of camp

Additional Responsibilities

1. Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
2. Take a proactive and diligent approach to safety issues
3. Prepare for Induction training using relevant manuals
4. Assist Senior Team in completing staff evaluations for each staff member who reaches the end of their contract
5. Report Child Protections concerns to a Designated Person at Central Office
6. Make staff aware of any children with additional needs including dietary and medical (*may need to assist them in making reasonable adjustments*)
7. Administer medication according to Essential information forms and complete appropriate documentation
8. Bring swimwear daily as may be required to support a swimming session
9. Administer First Aid, if you hold a valid Paediatric First Aid qualification. Barracudas aim for a minimum of 1/2 seniors to be Paediatric First Aid trained, this is variable dependent on the size of the camp

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.