

JOB DESCRIPTION

Job Title:	Out of School Childcare Co-ordinator / Senior Co-ordinator (Y-Kids)
Salary:	Coordinator: £ 26,780 - £29,974 Senior Coordinator: £29,974 - £34,278 Dependent on relevant Level 3/4 professional qualification, and with a minimum 2 year's relevant delivery experience.
Contract Type:	12 month -Fixed Term contract – Maternity cover
Hours of work:	35 hours per week excluding one hour's unpaid lunch break each day Monday- Friday 10:30-18:30 or split shift 7.30 – 10.30 and 14:30-18:30 Sometimes the post holder will need to be flexible with hours in order to meet the requirements of the service especially during school holidays.
Annual Leave:	Starting allowance - 25 days plus Bank Holidays NB: School holidays are key delivery periods and annual leave is not usually agreed during these periods.
Place of work:	Based at YMCA Sports and Community Centre, Princes Road, Redhill, RH1 6JJ
Responsible to:	Childcare and Children's Activities Manager (CCAM)
Responsible for:	After School & Holiday Club Y-Kids Leaders, Senior playworkers, Creche Supervisor, minibus drivers and playworkers
Job Purpose:	To co-ordinate and help deliver the Y-Kids services within the CYP department including ensuring high quality of services and their potential expansion.
Background to role:	YMCA East Surrey is dedicated to providing affordable quality childcare for working parents and encourage and support children's physical, intellectual, social and emotional development. We believe an essential part of children's development is learning through play and we offer something for everyone, regardless of needs, background, abilities or interests. Valuing difference, diversity, and inclusive practice lies at the heart of YMCA East Surrey's vision and mission.
Main Responsibilities:	<ul style="list-style-type: none"> ▶ To co-ordinate and ensure planning is in place for the OOSC (Y-Kids) Services ensuring that they are fully resourced ▶ To co-ordinate the day-to-day running of Y-Kids After School clubs and Holiday club ▶ To deliver Y-Kids services including covering leaders and seniors where gaps are present ▶ To line manage scheme leaders, senior playworkers, playworkers and minibus drivers providing 1-2-1's and yearly appraisals. ▶ To be aware of Ofsted requirements and ensure Y-Kids clubs for children are compliant, with ongoing monitoring ▶ To facilitate Y-Kids team meetings with the support of the CCAM. ▶ To manage the Creche supervisor and support with ensuring the progression of the service including working with the health and wellbeing team and finding cover for their shifts. ▶ Working with the CCAM to recruit staff, including writing job descriptions, reviewing applications and carrying out interviews ▶ To work with the marketing team and CCAM to ensure that the Y-Kids services are reaching their targets and that the marketing material is up to date.

	<ul style="list-style-type: none"> ▶ Take a lead on posting on the OOSC social media accounts ▶ To form relationships with parents to ensure that appropriate information about children is gained including allergies, photo consent and emergency contact details. If extra details are required e.g. individual care plan, risk assessments or medical needs assessments ensuring these are actioned before they start ▶ Where necessary to administer First Aid for children who have had an accident as well as medication for children with health issues ensuring that have attended necessary training with regards to this ▶ To ensure that their training is up to date to meet children's needs and service requirements including ensuring that all appropriate staff have this training as well ▶ To ensure, (with the Head of CYP and CCAM), that services are meeting Ofsted requirements including gaining feedback from local support, parents and the children ▶ Ensure that within the Y-Kids service area that appropriate safeguarding measures are taken, and any safeguarding concerns are reported in a timely fashion using MyConcern software ▶ To be responsible along with the Facilities Manager and the CCAM for OOSC Health and Safety including ensuring that carry out risk assessments and that risk assessment checklists are completed daily. ▶ Along with the CCAM, work on the Y-Kids services budget ensuring that this is accurately prepared and then monitoring monthly that the services are staying within their budget ▶ To monitor Y-Kids service attendance and to complete any improvement plans or monthly monitoring statistics as required ▶ To support with fundraising throughout the department including yearly Fun Run and specific CYP events. ▶ To work within the CYP department supporting the whole department needs ▶ Undertake any other duties and responsibilities reasonably requested by the CCAM or Head of CYP
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PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:				
	Minimum Level 3 professional qualification in Childcare, Playwork related studies (or equivalent)	X		Application and certificates
	Relevant training regarding working with children e.g. Paediatric First Aid	x		Application and certificates
	Working together to Safeguarding Children Training / basic Adults Safeguarding Training	x		Application and certificates
Experience				
	Senior Coordinator - Minimum of two years' experience of managing services, staff and children and young people in a play, educational or social care setting	X		Application, interview

	Minimum of one years' experience of managing services, staff and children and young people in a play, educational or social care setting	X		Application, interview
	Senior Coordinator - Experience of leading and managing a team of part-time staff or volunteers.	X		Application, interview
	Experience in co-ordinating and running childcare services for children aged 5- 12 years old	X		Application, interview
	Experience of working in an Ofsted registered childcare setting	X		Application, interview
	Experience of implementing safeguarding children policies and procedures	X		Application, interview
	Senior Coordinator Knowledge of Ofsted requirements for Out of School Childcare including the EYFS	X		Application, interview
	Senior Coordinator Experience of working within a budget and having to manage and process payments		x	Application, interview
Abilities, skills, and attitude				
	Senior Coordinator Ability to promote Y-Kids services effectively to local primary schools, community groups and statutory services	X		Application, interview
	Strong written and verbal communication skills.	X		Application, interview
	Ability to work independently and as part of a team.	X		Application, interview
	Ability to be a positive role model and build and maintain good working relationships with staff and volunteers	X		Application, interview
	Ability to monitor and maintain safe working practices	X		Application, interview
	Commitment to the YMCA's Aims and Purposes.	X		Application, interview
Other requirements				
	Understanding and commitment to equal opportunities, diversity and inclusion.	x		Application, interview
	Be able to remain calm in a crisis and handle difficult situations.	X		Application, interview
	Willingness to work flexible hours.	X		Application, interview
	Strong written and verbal communication skills.	X		Application, interview
	Ability to work independently and as part of a team.	x		Application, interview
	Demonstrate a positive attitude and lead by example.	x		Application, interview
	Ability to monitor and maintain safe working practices.	x		Application, interview
	Satisfactory Enhanced DBS with barred lists disclosure	x		DBS Check

	Car driver		X	Application, interview
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