

K@boom Out of School Club Manager Job Description and Person Specification

Job Description

Job Title:	K@Boom Out of School Club Manager
Employed by:	St Francis Youth & Community Centre
Location:	St Francis Youth & Community Centre
Salary:	£15.40 per hour
Working hours:	27.5 hours per week worked between 7.00 am – 09.00 am and 2.30 – 6.00 pm every weekday during term time, and between 8.30 am - 4.00 pm during school holidays. Overtime working will occasionally be required and will be carried out by agreement with the Centre Manager.
Holidays:	Your holiday entitlement is 5.6 weeks (pro rata) per year including public and bank holidays. This will increase by 1 day after 5 years' service
Accountable to:	The Chair of Directors with support from the Centre Manager.
Key Relationships:	The Centre Manager of St Francis Youth & Community Centre Deputy K@Boom Manager and team of Playworkers St Francis Youth and Community Centre Directors Youth and Children's Development Worker St Francis Church and St Francis Youth and Community Centre Parish Safeguarding Coordinator and Children's Advocate

Purpose:

The directors of St Francis Youth and Community Centre ('The Centre') are appointing a K@Boom Manager to

- be responsible for the day to day running of the K@Boom Out of School Club provision and for ensuring that the high standards set by current OFSTED Guidance are maintained.
- manage a staff team of playworkers to enable the club's operation providing a safe and high quality childcare provision.
- work collaboratively with Bournville Parish Church, and other local partners.

Rationale

The Centre and Bournville Parish Church have a long history of close collaboration within the local community. We are two separate organisations which share much in common whilst having some objectives that are distinct to each. This appointment is made at a time of renewed commitment to work in such a way as benefits the psychological, social and welfare needs of local children, young people and their families.

The postholder will seek to do this through

- i. ensuring safe and effective oversight and day to day management of K@Boom
- ii. close collaborative working with Centre and Church colleagues to ensure that the values and strategic priorities of the Directors are developed and achieved

- iii. working in such a way as benefits as broad a range of local people as possible, irrespective of their gender, ethnicity, sexuality, religious beliefs, political opinion, and disability.

Our K@Boom Manager will undertake the following duties:

Sustaining a creative and stimulating environment for children and colleagues:

1. Develop and facilitate a safe and stimulating programme of quality activities that are accessible for all children specific to their age, experience and needs.
2. Lead, train, resource and manage the team of staff working at K@Boom.
3. Organise and facilitate weekly team meetings which relate to K@Boom management, administration and activities.
4. Conduct staff appraisals and if necessary performance management or other employment procedures of the K@Boom staff team.
5. Be committed to your own professional development participating in training courses and programmes in consultation with your line manager and as required.

Ensuring the safety of children and staff:

6. Ensure the safety and nurture the well-being of all children who attend K@Boom.
7. Promote the inclusion of all children working closely with families / carers to ensure that healthy relationships are established and maintained
8. Liaise with the Parish / Centre Designated Safeguarding Coordinator, Parish Children's Advocate and K@Boom Safeguarding Leads, to ensure the children are appropriately safeguarded.
9. In consultation with your line manager and the St Francis Church / The Centre Parish Safeguarding Coordinator and Children's Advocate, to draw upon the support and guidance of the Diocesan Safeguarding team in relationship to complex Safeguarding concerns.

Administration to ensure effectiveness and efficiency:

10. Take responsibility during club hours for staffing, health & safety, risk assessment, accident prevention and the smooth running of emergency procedures for both children and the staff team.
11. Ensure adequate standards of safety and hygiene are maintained at K@Boom, including completing risk assessments and recording and reporting incidents and accidents to the Centre Manager and other team members as necessary.
12. Maintain all records relating to the management of K@Boom ensuring confidentiality and data protection of the children, their families and members of staff.
13. Ensure the implementation and regular review of all K@Boom and Centre policies, Procedures and risk assessments, the implementation of play-work principles and general childcare requirements.
14. Liaise with the Finance Administrator to ensure prudent administration of the agreed budget and responsible ordering, purchasing of equipment, supplies and resources.
15. Provide the Finance Administrator with accurate information about shifts and staff hours worked on an agreed basis.
16. Efficient administration of bookings and financial transactions through the SCOPAY Management System.
17. Ensure that all staff adhere to the values and ethos, and work within the policies and procedures of St Francis Youth & Community Centre.

Routine, essential responsibilities

18. Assist to set up the provision for the program and to help ensure that the Centre and Hall are ready for other groups at the end of each session.
19. Develop and sustain effective and positive relationships with local schools and any other relevant professionals.

20. Effectively market, and manage the occupancy levels of K@Boom; managing waiting lists and offering places.
21. Carry out any other duties as required by the Board of Directors and Centre Manager.

Additional Information

- i. This post is exempt from The Rehabilitation of Offenders Act 1974 as the position involves working within the close proximity of young children. The post holder will be required to undertake an enhanced DBS disclosure.
- ii. All staff will receive regular supervision.
- iii. All employees are made aware of their responsibility to notify their Line Manager immediately of any changes to their circumstances that may affect their suitability to work with children – this is also the case in terms of any changes to the circumstances of those who live with the member of staff.
- iv. The post holder must hold a current paediatric first aid certificate.

Person Specification

The K@Boom Manager will demonstrate the following:

Experience

1. Experience of leading, training and building teams.
2. Recent experience working with children aged between 4 – 11 years
3. Experience of developing and leading programmes and activities that are responsive to the needs of children aged 4 – 11 years
4. Recent experience of working in out of school clubs
5. Recent experience of Safer Recruitment processes
6. Experience of financial management of a business or community project
7. Experience of self-evaluation and evaluating the effectiveness of work carried out.
8. Experience in safeguarding children and vulnerable adults

Qualifications, Knowledge, Skills and Abilities

9. JNC recognised qualification, NVQ Level 4 or equivalent experience
10. Safeguarding training and Knowledge of Safer Recruitment processes and commitment to work within the Ofsted (Level 2 minimum) and Church of England's Safeguarding policies and guidelines.
11. Paediatric First Aid at Work Training. Level2/3 equivalent. 12-hour split practical and written course. 6 hours for refresher every 3 years as advised by provider.
12. Food Hygiene Training (Level 2)
13. Strong interpersonal skills, warm, empathetic and compassionate.
14. Proven organisational and strategic skills.
15. Proven ability to work collaboratively drawing on different skills and experiences within a team.
16. Good literacy and IT skills
17. A willingness to be a reflective practitioner
18. Experience of managing conflict and complex teams

The following Qualifications, Knowledge, Skills and Abilities would be highly beneficial for this role:

19. Designated Safeguarding Lead

Terms of appointment

1. The K@Boom Manager will be line managed by and will report to the Chair of the Board of Directors of The Centre (who is also the vicar of Bournville Parish Church)
2. You will also work closely with other members of staff and volunteers in the Centre and St Francis Church.
3. Regular supervision will be provided by your line-manager on a mutually agreed basis
4. The contract is Permanent (including a 6-month probationary period).
5. An enhanced DBS with barring list will be required for the post-holder prior to them commencing the role.
6. The Directors of The Centre are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.
7. All appointments to roles undertaking regulated activity are subject to pre-appointment checks, including references and a satisfactory Enhanced DBS Check.
8. All necessary and agreed expenses will be reimbursed.

Arrangements for review of the Job Description:

Ongoing, revisited during regular supervision meetings and Annual Appraisals.

Updated: **22 July 2025**
To be reviewed: **1 July 2026**