



JOB DESCRIPTION

JOB TITLE: Wraparound Childcare Manager (2-Year Fixed Term)

DEPARTMENT: Wraparound Childcare Services (Breakfast, After School, Holiday Playscheme)

SALARY: £29,250 per annum (pro rata £22,598.00) inclusive of holiday pay + 3% employer pension contribution

HOURS OF WORK: 27.5 hours per week (Term Time: 1:30 PM – 7:00 PM), 40 hours per week during Holiday Playscheme

LOCATION: CASP, 14 Badsworth Road, Camberwell & John Ruskin School, Camberwell

REPORTING TO: Chief Executive Officer (CEO)

RESPONSIBLE FOR: Play-related staff, After School, Breakfast, Holiday Playscheme staff, work experience students, and volunteers

Main Purpose of the Role

The Wraparound Childcare Manager is responsible for overseeing and delivering a high-quality wraparound childcare service for children aged 4-12 years. This includes managing the **After School, Breakfast, and Holiday Playscheme services**, ensuring compliance with **statutory regulations, organisational policies, and best practices**. The role involves leading a small team of childcare staff, maintaining a safe and engaging environment, and acting as a **deputy for the CEO in wraparound childcare matters**.

Key Responsibilities

Service Management & Operations

- Oversee the **daily operations** of the Breakfast, After School, and Holiday Playscheme services, ensuring high standards of care and safety.
- Maintain **confidential records** related to children, families, and staff in line with data protection regulations.
- Develop and maintain **strong partnerships** with schools, local authorities, parents, and community stakeholders to enhance service delivery.
- Organise **staff rotas**, ensuring adequate staffing levels at all times and providing cover when necessary.
- Implement and uphold **Ofsted requirements, Early Years welfare standards, and Playwork Principles** to ensure best practice.
- Ensure the **safe supervision of children** during school collection, outings, and activities, prioritising their well-being.



- Work with the Finance Officer to manage **attendance records, fee payments, and invoicing** accurately.
- Oversee **site maintenance and safety**, liaising with the school caretaker, headteacher, and CEO regarding any issues.
- Plan and implement a **varied programme of activities**, ensuring alignment with national standards and child development principles.
- Evaluate service effectiveness through **regular monitoring and reporting to the CEO**.

Staff Leadership & Development

- Lead, supervise, and support a team of **playworkers, volunteers, and trainees**, fostering a positive and dynamic work environment.
- Conduct **staff performance management**, including regular supervisions, appraisals, and feedback sessions.
- Oversee **recruitment, induction, training, and development** of staff and volunteers.
- Identify **training needs** and coordinate professional development opportunities.
- Organise and lead **regular team meetings** to discuss service improvements, challenges, and safeguarding updates.

Child-Centred Environment

- Ensure activities and services align with **Every Child Matters (ECM) outcomes** and **Early Years Foundation Stage (EYFS) frameworks**.
- Conduct **risk assessments** and ensure all activities are safe, inclusive, and engaging.
- Provide tailored support for **children with additional needs**, ensuring inclusivity across all services.
- Foster an environment that promotes **diversity, equality, and respect for all cultural backgrounds**.
- Oversee the preparation and serving of **nutritious snacks and meals**, ensuring compliance with food hygiene and allergy regulations.

Safeguarding & Compliance

- Act as the **Designated Safeguarding Lead (DSL)** for the Wraparound Childcare Service, ensuring robust child protection measures are in place.
- Maintain accurate records of **attendance, incidents, and safeguarding concerns**, escalating issues as required.
- Ensure staff understand and adhere to **safeguarding policies, whistleblowing procedures, and statutory guidance**.
- Conduct **regular safety audits and risk assessments**, ensuring compliance with **Health and Safety at Work Act 1974**.

Financial & Strategic Management

- Work closely with the **Finance Officer** to manage budgets and ensure financial sustainability.
- Implement **marketing and outreach strategies** to maintain occupancy levels and manage waiting lists effectively.
- Identify opportunities for **service expansion, partnerships, and funding** to enhance CASP's offerings.



- Oversee procurement, **resource management**, and **cost-effective use of funds**.
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Person Specification

Essential Qualifications & Experience

- **Level 3 Early Years Educator qualification** or equivalent in Childcare/Playwork.
- **Proven experience in managing** or supervising a childcare/educational setting.
- Strong understanding of **EYFS, Playwork Principles, and child development**.
- Experience in **staff management, supervision, and training**.
- Knowledge of **safeguarding policies** and ability to implement them effectively.
- Experience in **budget management, fundraising, and financial oversight**.
- Strong **written and verbal communication skills** for engaging with parents, staff, and external partners.
- Proficiency in **Microsoft Office (Word, Excel, Publisher)** and **email communication**.

Desirable Skills & Attributes

- **Paediatric First Aid certification** (or willingness to obtain).
- **Level 2 Food Hygiene & Allergy Awareness certification**.
- Experience within the **voluntary and charity sector**.
- Familiarity with **Ofsted requirements and the Childcare Act 2006**.
- A passion for **early childhood development**, strong leadership skills, and a proactive approach.
- Ability to handle **challenging situations calmly, demonstrating resilience and problem-solving abilities**.

Standards of Conduct

- Maintain a **professional and positive public image** for CASP.
 - Uphold **high standards of integrity, teamwork, and customer care**.
 - Demonstrate a commitment to **diversity, equality, and inclusive practice**.
 - Comply with all **child protection, health & safety, and data protection policies**.
 - Actively promote a **safe and nurturing environment for children**.
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Jobholder's Signature: _____ **Date:** _____