

Skool Is Out Ltd. Job Opportunities



Vacancy: After School Club Childcare Manager (term-time and school holidays)

Skool Is Out is a busy and vibrant childcare service based in the Bruntsfield area of Edinburgh offering after school care, morning childcare and holiday care. We currently have a vacancy for a Childcare Manager at our Primary 4-7 after school club venue and during our holiday provision.

The Role

We are looking for a dynamic, organised, and highly motivated individual to lead one of our two after school care provisions. The suitable candidate will have proven supervisory experience in a childcare setting and knowledge of childcare practice and the necessary guidelines, theory and frameworks relating to school-aged childcare provisions. This position will involve responsibility for managing a staff team of Senior, Practitioner and Support level Playworkers and overseeing supervision of up-to 65 children daily.

Person Specification

Essential requirements for the post:

- Candidates should be qualified to a minimum of SVQ Level 3 in childcare and be willing to work towards the necessary qualification for unconditional registration with the Scottish Social Service Council (SSSC) as a Manager of a Day Care of Children Service.
- Candidates must have at least 2 years' experience of working in childcare and have experience of working in a senior role.
- A working knowledge of child development theory and practice, relevant legislation, policies and guidelines.

Hours of work

Term Time: Approximately 31.5 hours per week as follows:

Monday: 10am to 6.15pm

Tuesday to Thursday: 1pm to 6.15pm (12.30pm start on alternate Wednesdays)

Friday: 11am to 6pm

Please note, there may be additional office hours required for this post as and when is required.

School in-service days: 2.5 in-service days; 9.25 hours per day

School holidays: 2.5 days during October and February holidays, 5 days during Easter holidays, 10 days during summer holidays, 9.25 hours per day

Terms and Conditions

Salary: £dependent on experience and level of qualification

Annual leave entitlement: 35 days per annum

Sick Pay: 3 days per annum company sick pay

The preferred candidate will be required to join the Protection of Vulnerable Groups (PVG) Scheme or undergo a PVG Scheme update prior to commencing employment. All childcare workers must register with the SSSC or General Teaching Council (Scotland) upon commencement.

All offers of employment are contingent upon receipt of two references and successful registration with the PVG scheme.

Please note, the cost of PVG scheme registration or update and SSSC registration will be met by the applicant.

We are an equal opportunities employer and will consider all experienced or qualified applicants equally without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Key Responsibilities

The Childcare Manager role is a stimulating and varied position, with a number of key responsibilities specific to the role. Please find details below:

- Leading our staff team in the planning, delivery, and evaluation of a high-quality childcare service;
- Lead the facilitation of children's play via a child-centred approach;
- Leading our holiday provisions throughout the year in February, Easter, summer and October, in collaboration with Childcare Manager of Skool Is Out @ Barclay Viewforth;
- Undertaking risk assessment and adhering to the relevant health and safety requirements;
- Promoting partnership working;
- Maintaining children's Personal Plans, Care Plans and all associated wellbeing information;
- Undertaking service development and improvement plans;
- Ensuring the implementation of Skool Is Out's policies, procedures and standards;
- To ensure the strategic overview and vision of the organisation are embedded in your day-to-day working practice;
- To ensure implementation of the [Health and Social Care Standards](#) throughout your work practice;
- Adherence to and implementation of further guidelines and frameworks including, but not limited to, GIRFEC approach, Playwork Principles, My World Outdoors, and Building the Ambition.
- Adherence to and implementation of all infection prevention and control protocols, including those specific to COVID-19.

Please note the above list is not exhaustive.

Continuing professional development and professional review

All staff are required to participate in appropriate programmes of continuing professional development and undertake any mandatory training as required by the organisation. All childcare professionals will be expected to hold or work towards a relevant qualification specific to their role and undertake training in the following areas:

Food Hygiene
Child Protection
First Aid

Other training workshops may be available in the following:

Moving and Handling	Promoting Positive Behaviour	Managing Challenging Behaviour
Understanding Autism	Health & Safety and Risk Assessing	Infection Prevention & Control

Please note all employees will also undergo regular professional review as set out in Skool Is Out's policies.

Application Process

In order to apply for this vacancy please complete and return an application form to us along with a covering letter of no more than 800 words outlining why you believe you are the right candidate for this position. Please return completed applications and covering letters either by email to info@skoolisout.com or by post to Skool Is Out, 11 Barclay Terrace, Edinburgh, EH10 4HP.