**Position: Club Manager (SPRING ASC)**

**Hours: 3.00-6.10pm Mon-Fri (term time only) plus some occasional additional planning and paperwork time**

**Salary range: £13-£15/hour**

**Job Description:**

The Club Manager is responsible for:

* completing daily safety checks
* ensuring paperwork is well managed
* ensuring activities are well planned and managed
* ensuring playworkers are clear about their roles at each point of the afternoon
* liaising with staff, including specialist coaches and teachers, to ensure activities run smoothly
* ensuring policies and ratios are adhered to
* liaising with SPRING ASC office
* liaising with parents
* supervising and playing with children
* dealing with any issues as they arise and making decisions in line with Spring ASC policy
* acts as main safeguarding officer

**Person Specification**

Essential:

* Hardworking, enthusiastic and dedicated person
* Enjoys working with children
* Excellent team player
* Qualified to Childcare Level 3 or higher
* Good spoken and written English
* Willing to attend training days for safeguarding, First Aid and more
* Excellent references and track record

If you are interested in this role and meet our person specification, please complete an application form and send it to [admin@springasc.co.uk](mailto:admin@springasc.co.uk).

Please note that this position requires an enhanced DBS and additional safeguarding checks.

**Applications will be considered for interview on submission.**