



## Operations Manager JOB DESCRIPTION

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| <b>Job Title:</b>  | Operations Manager                      | <b>Job Ref:</b> | Operations Manager |
| <b>Company:</b>  | Funtastic Kids                          | <b>Salary:</b>  | <b>£34,125.00</b>  |
| <b>Reports To:</b>   | Senior Operations Manager and Directors |                 |                    |
| <b>Employment Status:</b><br>Permanent, Full time Salaried post  |   |                 |                    |
| <b>Hours of Work:</b><br>Monday – Friday<br>37.5 Hours per week<br>7.5 hours per day to be worked flexibly between 7am and 6.15pm all year round<br>MUST BE AVAILABLE EVERY DAY BETWEEN 7AM AND 9AM AND 2.45PM AND 6.15PM (although may not be required to start early every day). Other hours within the day can be worked flexibly during term time and holiday camp term with weekly schedule planning alongside the senior operations manager<br>5.7 weeks holiday allowance, ideally to be taken in term time |   |                 |                    |

**Job Purpose:**

- To assist with the day to day smooth running of the company, in line with the company policies
- To lead by example and set high standards to other staff in ensuring positive outcomes for all children attending our settings
- To ensure safeguarding policies are followed by all members of the company and other contractors
- To ensure risk assessments are in place at each club and camp site, and health and safety policies are adhered to, in consultation with the senior operations manager and directors
- To manage fair and acceptable behaviour in the settings, promoting respect, tolerance and social skills, and to offer advice and support to supervisors in dealing with incidents
- To liaise with families (parents and carers) and setting staff with regard to SEND needs and behaviour expectations
- To devise, facilitate and quality assure SEND and behaviour support plans for key children
- To liaise with schools to ensure the company can deliver a safe and fun environment for children
- To ensure settings are kept clean and hygienic throughout the duration of the letting
- To complete safeguarding motoring; club and camp assessments, giving feedback sensitively to staff as and when appropriate and ensuring that settings continue to improve and develop
- To complete inductions with new staff
- To complete appraisals and take accountability for staff development
- To liaise with the directors regarding outcomes of the settings and to assess the individual performances of settings
- To support with safer recruitment
- To support the senior operations manager and directors as deputy designated safeguarding leads and refer families to children's services if appropriate
- To communicate appropriately with supervisors and advise and give feedback, where appropriate on incidents or issues arising from settings
- To communicate appropriately with parents and give feedback, where appropriate on incidents or issues arising from settings
- Attend training sessions and support in delivery of training

**Scope****Financial Accountabilities**

NONE

**Staff Responsibilities**

YES

Number of employees managed/supervised: Around 200  
alongside other managers

**Safeguarding statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our organisation has effective safeguarding systems in place. We expect everyone working in the organisation to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn, develop and play in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the camp setting

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

### **Knowledge/Qualifications:**

- Minimum NVQ Level 3 in Early Years Education(or equivalent) is essential but a level 6 is desirable
- Good standard of general education
- Basic ICT skills required and competent in using Word, Excel and PowerPoint

### **Skills/Abilities:**

- Excellent communication skills and interpersonal skills
- Proven record in ability to lead a team, promoting individuals' strengths and be able to identify and support weaknesses
- Good questioning skills
- Good observation and assessment skills
- Understanding of open-ended questioning and investigative work
- Confidentiality at all times

### **Experience:**

- Experience of working at a senior leadership level within an educational/ Early Years setting
- Proven experience of supporting children with SEN or behavioural difficulties
- Experience in being a safeguarding lead and working with external agencies to secure positive outcomes for children and their families

### **Personal Qualities:**

- Adaptable and flexible
- Use of initiative is very important
- Good problem solver
- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to children's needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour

### **Special Factors:**

- Responsibility for first aid
- Flexibility of working hours
- Be available to attend training and meetings held on a weekday evenings or weekends
- Hold a full, clean UK driving licence and be willing to travel between sites