

Maidstone Mencap Charitable Trust Ltd

Job Description – Summer Playscheme Manager

Purpose of Post

Supporting the Management team of Maidstone Mencap Charitable Trust Ltd in the provision, management, administration and delivery of KCC funded short breaks services provided for children and young adults 4.5 – 16+ with learning difficulties, additional needs and disabilities

To provide a safe, caring, stimulating environment for young people who have learning disabilities and/ or additional needs, working closely with their parents/ carers.

To ensure a high standard of physical, emotional, and social care, for young people placed in our Summer Club, at Maidstone Mencap Charitable Trust Ltd.

To provide the supervision of, and support to, the other personnel within the Summer Club, therefore implementing and maintaining the highest standards and quality practices.

The Daily management of the Summer Club in terms of marketing and administration.

Responsible To:

Child and Young Person Welfare Manager, the Board of Maidstone Mencap Charitable Trust Ltd,

Main Responsibilities and Duties

- **Running a vibrant summer club:**

To be responsible for and to oversee the daily management, staffing, organisation and smooth running of the Summer Club, ensuring the provision of a high standard of quality care and activities for all children and young people attending.

To be a member of the management structure and contribute to the strategic planning, monitoring, evaluation and development of the Summer Club.

To ensure effective communication between Summer club staff, volunteers, students and with all partner organisations, committee and board members of Maidstone Mencap.

To work in partnership with parents / carers and other family members.

To be responsible for admissions in line with admissions policies. To assess the individual needs of potential users of the short break services to support detailed individual care and admissions formats in co-operation with parents/carers

To build and continually develop and maintain caring and trusting relationships, with the young people and their families embedding this working ethos of core values of care for all young people attending, to create a welcoming friendly environment.

To keep a register and up to date records of all the children using the Summer Club provision, to give regular feedback to parents about their child's experiences and encourage their involvement.

To be responsible for the planning and management of a wide range of indoor and outdoor activities, appropriate to the needs and interests of all the young people attending. Working within our local community and utilizing the provision of our setting to provide a variety of opportunities and experiences supporting and promoting their social interactions, fun and independence skills

To deploy the time and skills of all staff ensuring that all the children and young people receive appropriate attention, stimulation, care and support. To ensure that each young person, where appropriate has constant support to meet and understand their individual needs.

Supervise deputy managers, key personal' assistants and 1;1 helpers on a daily basis.

To be aware of and act in accordance with, current legislation, policy, and procedures,

To ensure that all Environmental Health requirements are complied with. Providing a safe and caring environment for our service users and staff ensuring that our facilities, equipment and resources are well maintained

To ensure that all Health & Safety requirements, policies and procedures are complied with including all local Authority Fire Department regulations, hygiene practices and risk assessments.

Records to meet our best practice guidelines must be kept ensuring we are continually meeting current legislation.

- **Administrative:**

To ensure all records are properly maintained e.g. attendance register, accident book, administration of medication, safeguarding concerns, risk assessments, fire drill.

To liaise with the Local Authority (Ofsted, social services) and other professional bodies associated with the Summer Club. Ensure that all legal and statutory requirements are implemented.

Establishing and maintaining effective links with other agencies.

To be responsible for ensuring that we continually meet the requirements and criteria confirmed by the award of the KCC grant and other funding received. To complete monitoring feedback to ensure compliance.

To liaise regularly with the CYP welfare Manager to share reflections, assessments, planning and evaluations, to enable reporting to MMCT Board and KCC disabled commissioning. To support future application process as requested.

To ensure the effective use of resources and budgets working together with the CYP welfare manager.

Being responsible for all administrative duties associated with the management of the facility, e.g. maintaining records on the young people and their families, keeping personnel records GPDR guidelines must be maintained in all record keeping

Overseeing the efficient upkeep of the building and maintenance, stock of equipment, furnishings, and fittings.

- **Responsibilities to staff**

To be responsible for the staff rota to ensure that staff to young person ratios are strictly adhered to, at all times.

To be responsible for all summer club staff, and voluntary workers. Supervising and supporting all personnel within the Summer Club in their day-to-day duties including:

Holiday and sick leave

Induction

Individual supervision

Discipline

Conduct

Attendance at Club Committee meetings to represent and support staff and volunteers of the Summer Club as appropriate.

Ensuring that staff and volunteers are familiar with and comply with the comprehensive set of policies and procedures at Maidstone Mencap Charitable Trust Ltd

Ensure that the Deputy Manager is able to deputise correctly in the absence of the Manager.

Being responsible for all administrative duties associated with the management of the facility, maintaining records of the staff. Provide training to support induction and health and safety awareness compliance: support staff personal training requirements to meet the individual needs of the young people attending.

- **Work environment**

As the Summer Club Manager, you will be expected to...

To undertake all activities in compliance with the policies and procedures of MMCT, with particular reference to safeguarding, health and safety, Equality and Inclusion, Confidentiality.

Demonstrate effective time and resource management to meet the planned needs of the children and families and any anticipated demands that might be reasonably foreseen.

Be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff.

Make judgements about the delegations of tasks and responsibilities to the other staff at the Summer Club.

This job description works alongside those of all other personnel. The manager's responsibility is to ensure that the staff team are working to their full potential.

The duties and responsibilities in this job description are not restrictive and the undertaking of other duties may be required from time to time. Any such duties should not, however substantially change the general character of the post.

Person Specification

Vacancy for: Playscheme Manager
Advertised: March 2025
Location: Maidstone Mencap, Local Agencies, Website

Essential requirements	Desirable requirements
<p>Experience of working with children and young adults between 4 and 25 years of age.</p> <p>To hold a relevant childcare/ play qualification equivalent to NVQ Level 3.</p> <p>To have excellent communication skills both written and oral.</p> <p>To have a working knowledge of the aims and commitments of the welfare requirements.</p> <p>To commit to equal opportunities and understand religious and cultural diversity.</p> <p>To observe, assess review and record children's individual achievements.</p> <p>To implement learning strategies working together with support from Parents, Management, SENCO, and outside support agencies.</p> <p>To be able to manage, support and develop a large team of staff and volunteers to full-fill the working ethos of our setting.</p> <p>To be able to assess and manage risk in Cobtree Hall and on offsite trips.</p> <p>To plan and implement a programme of activities supporting Service Users to achieve and learn</p> <p>To be flexible to the working needs of the Playscheme.</p> <p>To be reliable, committed and motivated.</p>	<p>Experience of working with children and young adults between 4 and 25 years of age with special needs. To hold a relevant child care or educational degree or qualification above NVQ Level 3</p> <p>To have management experience of 2 yrs or more working with children and young people and teams of staff</p> <p>A working knowledge and secure understanding of alternative augmented communication strategies and techniques</p> <p>To have an working knowledge and understanding of challenging behavioural difficulties and strategies to support coping, understanding and communication to those with Autism or other emotional regulation and sensory difficulties.</p> <p>To have experience of continuous developmental planning and training to support individuals in reaching their true potential and aspirations.</p> <p>.</p>