

Gainsborough Adventure Playground Ltd

Job Description

Job Title	Adventure Playground Manager
Location	Gainsborough Adventure Playground Ltd
Responsible to	Company Manager
Responsible for	5 – 14year Playworkers, volunteers and students
Job Purpose	To provide effective leadership, management and administration of GAPA's Adventure Playground ensuring high standards of play, education, care, safety and well-being of children, their families and playwork staff

Main Duties and Responsibilities

Play and site

- To provide a safe, stimulating play environment for children which provides for their recreational, social, emotional, and physical needs through the provision of a high quality service which meets quality targets and/or legal requirements, including Ofsted.
- To manage the Adventure Playground and Site ensuring a wide range of safe play opportunities reflecting the play curriculum and play types, and the needs and circumstances of children taking into account cultural diversity and accessibility for children with disabilities and special needs.
- Overall responsibility for and management of playwork staff, students and volunteers and to promote harmonious team working within the values of the service
- Ensure all administrative and pre-planning duties for the playsessions and playschemes are carried out, maintaining a daily record of activities, events, attendances, visitors, accidents, problems and successes
- To ensure that the playsessions and playschemes promote at all times to the public a positive image of helpfulness and responsiveness
- To ensure and encourage positive relationships between staff and children which allow children to play together cooperatively and increase their self confidence
- To ensure that all staff work with children in a non-directive manner and to uphold the Playwork Principles
- Organise and facilitate user group meetings and events as a minimum four times every academic year
- Ensure high levels of quality assurance in all areas of the play work principles, working with the staff team and outside bodies and other professionals to do this
- To monitor and evaluate the playsessions and playschemes, to constantly review the service provided and to recommend any changes necessary and produce necessary reports. Enable children to report their views on services using various techniques including case studies and user group surveys ensure this information is fed back appropriately and maintain relevant records
- Prepare reports for funders trustees and funders when required

- Maintain all records as required by GAPA's Policies and Procedures
- Adhere to GAPA's Safeguarding Children Policy and report any cause for concern and ensure staff are fully aware of procedures at all times
- To be the named person for Safeguarding Children and Behaviour Management and to take responsibility to report any concerns in line with GAPA's Policies and Procedures
- Keep Strictly confidential and personal information relating to the children, their families or members of staff learned as part of the job
- Represent the group during any inspections from Ofsted, West Lindsey District Council or Lincolnshire County Council
- Coordinate special events and outings
- To be accountable for the health and safety (premises, equipment safety and storage, activities, fire drills, children, staff etc.) including risk assessments. To administer first aid as appropriate and ensure there are adequate first aiders on duty at all times.
- To ensure all daily records are kept for example daily log book, accident / incident book, fire drill, complaints, repairs, monitoring forms etc.
- To ensure that all the necessary equipment, materials etc. are ordered and organised to ensure smooth running of the playground.
- Ensuring that all areas are kept clean and tidy and in a safe condition both indoors and out. Including all grassed and garden areas.
- To work in partnership with groups as required in all matters relating to the playground

Management and Administration

- Meet with GAPA's management team on a weekly basis to share information, good news and any issues in regard to safeguarding, health & Safety and personnel
- Attend Trustee Meetings and prepare reports as necessary
- Maintain all records relating to the management of the adventure playground
- Maintain staff rotas, ensuring recommended ratios are maintained in light of staff absences and arrange cover accordingly
- Network with appropriate statutory and voluntary agencies
- Attend meetings with other providers, schools, children's services etc. and report back findings to the team and company manager as appropriate
- Regularly monitor and evaluate the quality of the service and enable staff parents and relevant stakeholders to be part of this process.
- Maintaining equipment and the building in a safe condition. Ensuring that there are adequate stocks and supplies of all equipment
- To liaise with external agencies to seek potential resources(statutory, voluntary and private, including sponsorship to provide increased opportunities for children and families

Staff, volunteers and students

- Co-ordinate recruitment and selection procedures when necessary in partnership with the company manager
- Ensure that all staff, students and volunteers receive induction training in their first week of employment. Health and safety and child protection policies and

procedure should be included in this induction

- To ensure adequate staffing levels and to ensure that children are supervised at all times.
- Facilitate regular staff meeting and planning meetings
- Offer support, advice, supervision and direction to the staff team and promote a sense of teamwork
- Carry out yearly appraisals and termly supervisions of staff performance
- Identify and support staff training requirements
- To assist any students to develop their skills in working with children and to guide and advise volunteers
- Encourage commitment to quality improvement through on-going professional development for the whole staff team

Policies and Procedures

- To ensure GAPA's policies and procedures are read and adhered
- Uphold, implement and regularly review all policies and procedures of GAPA in partnership with the company manager, staff, trustee's and parents
- To ensure that all staff read and understand GAPA's policies and procedures
- To be the named responsible person for risk assessments and health and safety
- To monitor accident, incident and risk assessment records
- To liaise with the company manager if there are any concerns regarding safety
- To ensure GAPA's equal opportunities policy is implemented and that careful thought is given to providing a non-discriminatory environment

General

- Co-ordinate and support fundraising activities
- Ensure equality of opportunity for all staff, children and parents
- Lead by example, adhere to a professional code of conduct and appropriate dress
- Ensure that high standards of hygiene and safety are maintained at all times
- Attend any other reasonable duties relevant to the post

Additional Duties

It is in the nature of the work of GAPA that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when occasion arises that tasks, which are not specifically covered in their job description, have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included on the job description in consultation with the member of staff.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. This post is subject to getting clearance as the named person with OFSTED.