



CURRENT JOB VACANCIES

Grove Cottage is the home of Bishop's Stortford Mencap. We currently have a Saturday Club Leader vacancy based at our site at 151 London Road, Bishop's Stortford.

Job Title	Saturday Children's Club Leader
Reporting to	Operations Manager
Main Purpose of Role	• Maintain a safe and welcoming environment for children. • To lead and ensure effective, professional delivery of Grove Cottage Club activities. • Provision of high-quality respite
Key Objectives	• Be responsible for safeguarding and health and safety of members, staff and volunteers during clubs. • Positive role model for staff, volunteers, and members • Manage club staff and volunteers.
Key Tasks	• To provide professional support for children with special needs ensuring a safe, secure, fun welcoming environment in compliance with Ofsted guidelines.
General Duties	Management and Delivery of club to include. • Planning activities to best suit members' requirements and to help members to develop socially and emotionally. • Plan termly timetables of activities. • Implement, manage and maintain up-to-date Risk assessments. • Management of staff including training, performance reviews, appraisals etc • Management of Club volunteers. • Responsible for safeguarding members, staff, and volunteers. • Keep up to date with policies and ensure policy compliance. Work within Ofsted guidelines. • Professional communication of information to members and families. • Maintain up-to-date records on Office 365 • Ensure registers are completed accurately to facilitate invoicing and wages. • Update Grove Cottage database as necessary. • Attend meetings with the Operations Manager as and when necessary. • Manage termly expenses budget. • Ensure children's needs are fully catered for including: • Plan outings • Administer medication and tube feeding as necessary (training will be provided) • Prepare snacks • Assist with toileting and general wellbeing • Undertake ongoing training, as necessary.



	• Liaise with external agencies and other educational settings as necessary. • Liaise with parents/ carers on an ongoing basis. • Set up equipment and tidy away each day. Ensure areas are safe and regularly check equipment.
Attributes	• Minimum Level 3 qualification in Early Years or equivalent • Experience of working with children with learning disabilities and complex medical needs • Experience in managing staff • Excellent communication skills – face-to-face, written & on the phone, with the ability to present information to a wide audience at all levels • Excellent people manager with good interpersonal skills and collaborative management style • Budget management experience • Uses initiative to solve problems • Team player and self-motivated to work on own as required • Positive role model, enthusiastic and inspires others, an advocate of Grove Cottage • Professional appearance and approach to work • Demonstrate integrity and confidentiality and show initiative • Flexible, adaptable and able to work in a fast, ever-changing, complex environment • Good attention to detail • Ability to stay calm under pressure • Methodical and thorough approach to work
Desired Qualifications:	• Be available to lead school holiday clubs • Designated Safeguard Lead • Paediatric First Aid Qualification • Good administration skills and experience of working with Microsoft 365 • Knowledge of Makaton and symbols
Other Information	The above is designed to help you in the understanding of your role and is not exhaustive nor intended to be a definitive list of your duties. The hourly rate is £15.65 per hour plus holiday pay paid monthly directly into a bank account. All offers are subject to an Enhanced DBS check and two satisfactory references. Grove Cottage is an equal-opportunity employer. If you are interested in applying for this, please send your CV to Esme Willcocks, Senior Administrator by emailing info@mencapgrovecottage.org or by post to Grove Cottage, 151 London Road Bishop's Stortford. Herts. CM23 3JX.