

Moira After-Schools Manager



Job Description

LOCATION	Moira Demesne, Moira
JOB TITLE	Moira After-Schools Manager
SALARY	£22-£25k per annum
RESPONSIBLE TO	Clondeboye Nature Rangers Manager
HOLIDAY ENTITLEMENT	28 days
HOURS	37.5 hours per week (flexible working is required)
LOCATION	This post is located in Moira Demesne. You will be working with schools and nurseries throughout the Lisburn and Castlereagh Council area. <u>THIS POST REQUIRES YOU TO WORK OUTSIDE EVERY DAY, WEATHER PERMITTING</u>
LENGTH OF SERVICE	This post is a full-time permanent post
MAIN PURPOSE OF THE JOB	To provide and manage safe, high quality forest school opportunities and care for children, and be responsible for the day-to-day organisation and operation of the Lisburn and Castlereagh Forest School Awards and after-school club.



This is a fantastic opportunity to become employed with a dynamic and progressive national charity.

The post-holder will have two distinct roles within their job description. One role will involve forging partnerships with local schools and nurseries, delivering outdoor Forest School sessions with them in their own school grounds and other green spaces in the Lisburn and Castlereagh Council area. The other role will involve developing and managing the Moira Nature Ranger Centre – an after-school Forest School operating every day during the academic year and holiday periods e.g. Easter etc.

Main Functions – Moira After-Schools Manager

1. To be responsible for providing a high quality of outdoor activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
2. To provide safe, creative, appropriate educational/play opportunities, preparing and organising the activities programme.
3. To promote Learning through Play.

4. To manage and lead the other Moira Nature Ranger Centre staff.
5. To establish effective partnerships with all key stakeholders – Lisburn and Castlereagh Council, local Primary School Principals, local Councillors, Social Services etc.
6. To provide full care for the children including collection of children from classes and the safe delivery to parents and/or named carers. This will include providing refreshments.
7. To ensure that the Nature Ranger Centre is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
8. To ensure records are properly maintained e.g. accident, incident book and financial records.
9. To administer First Aid as appropriate.
10. To carry out day to day administration, record keeping, ordering and purchasing materials and equipment.
11. To be responsible for the day to day financial administration and monitoring requirements where appropriate.
12. To work within an agreed budget.
13. To be responsible for the collection and monitoring of fees.
14. To be responsible for marketing the Moira Nature Ranger Centre in a positive way.
15. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.
16. To ensure that all legal and statutory requirements are implemented, and provide reports as required.
17. To prepare, contribute to and implement all club policies and procedures.
18. To attend meetings/training as appropriate and keep up to date with current developments and practice.
19. To carry out all responsibilities and activities within an equal opportunities framework.
20. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety.

Main Functions – Moira After-Schools Manager – Delivery of the Forest School Awards in the Moira area

1. To liaise directly with schools and youth organisations to organise Forest School sessions in their own community.
2. To deliver Forest School sessions to schools and youth organisations in the Lisburn and Castlereagh area.
3. Record and present all Forest School sessions.
4. Maintain the Forest School Awards website.
5. To assess the competence of teachers and youth leaders ensuring they are competent to achieve their Forest School Leader Level 3 qualification.
6. Promote the activities of NIFSA via social media and other platforms.
7. To represent NIFSA and the Learning Without Walls programme in a professional manner at all times.
8. To organise Forest School Starter Kit Bags for schools and youth organisations.
9. To produce and present Nature Ranger Certificates to children involved in the programme.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Job Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>A minimum of 2 years' experience of working with children.</p> <p>Experience of leading/managing other staff</p> <p>You must enjoy working outside every day in all weathers. Weather permitting.</p>	Experience of working in a nursery/school environment	CV/interview
Education and Training	<p>Relevant NVQ5 or higher.</p> <p>First Aid Qualification.</p> <p>Willingness to undertake child protection training</p>	<ul style="list-style-type: none"> • Food hygiene certificate • Health & Safety training • Evidence of Child Protection training • Forest School Level 3 Award (training will be provided and it would be expected the successful applicant should achieve the Award within 6 months of appointment) 	CV/interview
Special knowledge and skills	<p>Ability to supervise a group of children outside in all weathers.</p> <p>Good communication skills.</p> <p>Tact and diplomacy skills.</p> <p>Conflict resolution abilities</p>		CV/interview/ references
Any additional factors	<p>Self-motivated and enthusiastic.</p> <p>Patient, tolerant and friendly approach.</p> <p>Enhanced AccessNI (after</p>		CV/Interview/ references

	<p>appointment).</p> <p>Full Driving Licence.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		
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