



# Holiday Activity Scheme Manager

## Casual Position - Birchmeadow Centre, Broseley

### About the Role

Broseley Town Council are seeking an experienced and enthusiastic Play Scheme Manager to oversee our Holiday Activity and Food (HAF) Scheme at the Birchmeadow Centre in Broseley. This casual position involves both on-site management during holiday periods and administrative responsibilities outside of regular working hours.

**Salary:** Competitive hourly rate based on experience.

### Key Information

- **On-site Hours:** 9:00am - 1:00pm scheme operation, plus additional hours for planning, setting up and closing down
- **Work Periods:**
  - Easter holidays (4 days)
  - Summer holidays (16 days)
  - Christmas holidays (4 days)
- **Additional Hours:** Administrative tasks to be completed outside of regular operating dates
- **Location:** Birchmeadow Centre, Broseley
- **Attendees:** Up to 40 primary school children per day

### Main Responsibilities

#### During Scheme Operation:

- Overall management of the holiday activity scheme
- Supervision of staff, volunteers and entertainers
- Ensuring the safety and wellbeing of all children is delivered to a high standard at all times
- Overseeing daily activities and schedule
- Managing child registration and attendance
- Liaison with parents/guardians and the Town Clerk
- Coordination with the kitchen staff to ensure smooth meal service
- Compliance with all relevant policies and procedures.

#### Outside Regular Dates:

- Planning and developing engaging age-appropriate activities

- Creating and maintaining attendance registers
- Processing and collating bookings
- Sending confirmation emails to parents/guardians
- Resource preparation and inventory management
- Staff scheduling
- Risk assessment compliance
- Budget management.

## Requirements

- Experience in managing children's activities or play schemes
- Minimum level 2 or 3- or three-years' experience in a childcare/nursery/school/youth setting
- Previous experience in childcare, preferably in an educational or childcare setting
- Knowledge of safeguarding and child protection procedures
- Strong organisational and administrative skills
- Excellent communication abilities with children, parents, and team members
- Ability to plan creative and engaging activities for primary-aged children
- Proficiency in basic computer systems for managing bookings and correspondence
- Understanding of health and safety requirements in a childcare setting
- Paediatric First Aid (or willingness to obtain)
- Safeguarding Trained
- Food Hygiene Trained.

## Qualifications

Must hold one of the following Key qualifications:

- Level 3 qualification in childcare or playwork (minimum standard)
- Level 4 or 5 in childcare, playwork, or relevant field for management positions
- Relevant degree in childhood studies, education, or youth work
- CACHE (Council for Awards in Care, Health and Education) qualifications
- QTS (Qualified Teacher Status) or EYTS (Early Years Teacher Status)

## How to Apply

Application packs can be downloaded from the town council website here: <https://broseley-tc.gov.uk/vacancies> or alternatively a pack can be collected from Broseley Library.

Closing date: 7 June 2025

*This position is subject to an enhanced DBS check and suitable references.* We are committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.