# Job Description

**Role: Children’s Club Manager**

**Reports to: Childcare Project’s Manager**

**Role Purpose**

To run and manage the children’s club operation in resort ensuring the children are cared for in a safe environment and an exciting and stimulating programme of activities are provided to all age groups.

## Responsibilities

From our teams, we expect an attitude whereby ‘Nothing is too much trouble’. You will be expected to fulfil the following responsibilities:

* Ensure the guests and their children benefit from the highest level of childcare
* Organise and manage the Explorers for children aged 4 months to 13 years
* Manage and oversee a team of nannies and rangers.
* Liaise with Scott Dunn UK office and Childcare Projects Manager
* Work with the hotel attending weekly management meetings as required
* Have a flexible approach to the role and be prepared to step in where necessary

**Duties**

* Provide a safe, hygienic and stimulating environment for children.
* Provide a degree of flexibility wherever possible to meet parent’s needs and wishes.
* Manage the day to day running and operation of the children’s club, reporting directly to the Childcare Projects Manager in the UK office and working with the Guest Relations Manager in your resort.
* Work in ratio if required during the season.
* Supervise and manage the children’s club team throughout the season.
* Organise team meetings on a weekly basis and individual meetings throughout the season
* Attend regular managers’ meetings in resort.
* Liaise as required weekly with the Childcare Projects Manager in the UK office.
* To drive as required during the course of the season including driving the children around the area in a safe and responsible manner.
* Planning of weekly cleaning and work rotas for all childcare team in your resort.
* Plan appropriate menus and produce nutritious meals for children planned on a rota system.
* Working as a team and very closely with the Children’s Club Deputy Manager (if applicable in your resort) on a daily basis.
* To ensure that policies and procedures are implemented to guarantee the effective operation of the club.
* Coordinate the setup of the Children’s Club including the inventory process of all equipment in the children’s club and carrying out risk assessments.
* Coordinate and implement a range of activities both indoors and outdoors including evening entertainment in peak weeks (July and August).
* To organise offsite excursions each week and activities in the resort.
* Ensure effective communication with the parents and children.
* Provide a healthy mid-morning snack, healthy lunch and afternoon tea.
* Communicate with the parents at the end of the day regarding their child’s wellbeing.
* Baby-sit twice a week should you be required to do so (paid in addition to your weekly wage).
* To work in any other of our resorts or villas if and when needed.
* Ensure all daily records and any accident/incident books are completed correctly and ensure all other paperwork is up to date.

## Abilities and Expectations

* Love and ability to work with children aged between 4 months and 13 years of age
* Excellent self-motivation
* Professional
* Excellent guest relations and interpersonal skills
* Organised and pro-active
* Outgoing and fun
* Strong swimmer
* Team player
* Good numeric, administrative and organisational skills
* Good computer skills including Word and Excel
* Eye for detail
* Outstanding work ethic

## Essential Experience and Key Competencies

* CACHE level three qualified or equivalent recognised childcare qualification
* Managerial/senior experience in a childcare setting
* At least two years’ experience in a childcare setting
* Fluent in English (both spoken and written)
* Proficient in German and/or Russian (desirable not essential)
* A clean, full driving licence is essential
* Available for the whole season
* UK or EU passport holder
* UK national insurance number
* UK bank account

**Package and Benefits**

In order to recruit the best people and deliver our product, Scott Dunn offers a very attractive remuneration package. All of our team members are offered:-

* A competitive salary
* Accommodation
* Medical insurance
* Return travel from the UK
* Uniform
* Comprehensive training course
* Career progression with opportunities in our winter programme

**Unfortunately we cannot accept applications from holders of UK Working Visas.**

This role is subject to a satisfactory enhanced disclosure and barring service check (criminal background check)