



## Site Leader | SCL - Active

<b>LOCATION:</b>	<b>Various</b>
<b>REPORTS TO:</b>	<b>Area Leader - SCL Active</b>
<b>SALARY:</b>	<b>£18,000 - £23,000</b>

This is an exciting opportunity within a developing and fast-growing division of SCL Education Group. This delivery based role will play a pivotal role in achieving our future growth plans within SCL – Active business division.

The site Leader will deliver clubs on a daily basis while leading a team of site assistants. The Site Leader will be required to lead at the school building developing strong relationships with all key account personnel, and staff in the school. Site leaders will also lead a holiday club during the school holidays.

This is a delivery-based role that may require travel and occasional visits to the Support Centre in Berkshire.

- **Staff Management** - Leading a team of Club Assistants and apprentices, making sure staff provide regular feedback to children, parents, and school staff. Also responsible for conducting regular performance reviews for assistant and apprentice staff.
- **Activity Design**- Plan and deliver an engaging programme of activities for all SCL services incorporating the Fun, Learn, Move value proposition.
- **Recruitment** – support the recruitment team in promoting roles within SCL & screening/interviewing potential candidates.
- **Administration** – Ensure all key administration tasks are completed in line with SCL safeguarding policies and procedures including registers, food/equipment orders & club paperwork.
- **OFSTED & Compliance** – Ensure all mandatory training is completed for all staff in your team and that the club adheres to child to staff ratios outlined by OFSTED.
- **Customer Service/Partnerships** – Develop effective relationships with key stakeholders including schools, parents & children through the implementation of the “Active Communication” strategy.



- **Delivery** – Ensure that the activities on site reflect the “Active Experience” outlined in SCL Active mission statement . Encourage positive behaviour by promoting the “Active Reward” scheme during all SCL services.
- **Marketing & Promotion** - Work with leadership team to promote clubs and local activity to drive attendance at all services to meet/exceed club financial targets.
  
- **Passionate** – We believe in what we do, we are enthusiastic and dynamic and always go the extra mile.
- **Reliable** – We are “stronger together”, we deliver on our promises & we are dependable and trustworthy
- **Inspirational** – We make it happen , we motivate each other to achieve great things & are positive role models.
- **Excellence** – We are relentless in our pursuit to be the very best, we are driven to succeed & we place the customer at the heart of everything we do.
  
- Customer service skills (incl. ability to deliver SCL service signatures, complaint resolution)
- Communication skills (Verbal, written & digital)
- Personal organisation / time management skills
- Planning skills
- Commercial skills (manage P&L, revenue and costs)
- Business development skills (grow and expand region)
- Relationship management skills (new and existing partners)
- Ability to develop new product, programmes & initiatives for clubs
- Leadership and management skills
- Skills to train and develop teams and individuals
- Skills to deliver HR essentials
- Knowledge of Safeguarding procedures
- Experience of working in childcare setting with knowledge in supporting children with SEN desirable
- Level 3 Childcare qualification & Paediatric First Aid (Desirable)



- Attractive benefits for you and your family - We offer Life Assurance, Income Protection, and reimbursement for dental, optical, and alternative health therapies to all our staff.
- An exciting and rewarding employee recognition scheme - We make sure excellence is recognised and give our stars a very special VIP experience at our annual awards.
- Outstanding internal promotion prospects.
- Investment and Training - We are dedicated to developing you to reach your potential
- Companywide Socials - A chance for the entire company to get together
- Excellent Staff discounts on SCL services - Opportunity to save on childcare costs at SCL provisions

**The safety and welfare of children is paramount to SCL, all applicants will be subject to thorough background checks to ensure their suitability to work with children. These will include, but are not limited to; reference checks, police checks, DBS checks and qualification checks.**