



Kids Club Manager

JOB INFORMATION PACK

Kids Club Manager

Vacancy Details

Job title	Kids Club Manager
Reports to	Head of Operations
Contract type	Full-time, fixed term post until 31/08/2027 with an intention to extend to permanent contract dependent on the success of Endeavour Kids Club.
Location	Endeavour Centre, Earl Marshal Road, Fir Vale, Sheffield, South Yorkshire, S4 8FB
Hours	37.5 hours per week. During term time, this will include 4-5 weekday evenings (13:30-18:45) to support after-school provision and a minimum of every other Saturday for short breaks delivery. During holidays, hours will vary with a greater focus on full days (09:00 - 17:00).
Salary	Actual salary range: £28,423 - £33,374. Actual starting salary range: £28,423 to £30,526

Whilst Endeavour are advertising for a full-time position, we would be happy to consider part-time, and job share applicants.

Please see 'How to Apply' section.



Kids Club Manager

Where the role fits into Endeavour

This role sits at the heart of Endeavour's children's and youth services, providing day-to-day leadership of Endeavour's After School Club (Wrap Around Care) and Short Breaks for Disabled Children provision, while also contributing expertise in Early Years, primary age practice and community engagement.

The post holder will report directly to Endeavour's Head of Operations and work closely with Endeavour's co-ordinators, particularly the Senior Youth Worker and AP Co-ordinator, to ensure children and young people experience a consistent, nurturing and high-quality offer across our wrap around care, short breaks for disabled children, alternative education provision, and wider community and youth programmes.

The role also line-manages playwork staff and placement students, acting as a key link between frontline delivery, organisational strategy and external partners.



Job Description and Responsibilities

For all operational staff at this level

Delivery & Participant Development

- Plan and deliver high-quality, inclusive activities that support participants' personal, social and educational development, adapting to individual needs (including SEND) through a trauma-informed, nurturing approach that promotes safety, belonging and emotional wellbeing.
- Support progression in confidence, resilience and independence, involving participants to maximise engagement and impact.

Programme Leadership & Accountability

- Lead the planning, coordination and delivery of programmes in line with agreed outcomes, targets and funding requirements.
- Ensure delivery is appropriately staffed, resourced and consistently high quality.

Participant Support & Behaviour

- Build consistent, trusting relationships with participants, promoting emotional security, positive engagement and effective behaviour support through relational and restorative approaches.
- Take a proactive, solution-focused approach to challenges, particularly where behaviour and engagement are impacted by unmet needs, providing appropriate support and challenge to develop self-regulation.

Safeguarding & Welfare

- Safeguard and promote the welfare of all participants at all times.
- Maintain safe, predictable and nurturing environments and follow safeguarding procedures, taking appropriate action where concerns arise.

Partnership & Communication

- Develop effective relationships with families, schools and partners to support engagement, attendance and progression.
- Communicate clearly and professionally, promoting consistency and trust.

Quality, Monitoring & Administration

- Monitor and evaluate delivery, ensuring accurate recording of attendance, progress and outcomes in line with organisational systems and GDPR.
- Contribute to reporting on delivery, impact and outcomes to senior leaders, funders and stakeholders.
- Support effective use of budgets and resources where required.

Team Leadership

- Provide day-to-day direction, supervision and support to staff, volunteers and freelancers.
- Model trauma-informed practice and promote a culture of high expectations, accountability and continuous improvement.

Organisational Responsibilities

- Adhere to all policies and procedures.
- Promote Endeavour's values and contribute to wider organisational activity.



Job Description and Responsibilities

For Kids Club Manager

Operational Delivery

- Oversee the safe daily operation of provision, including collection, registration, supervision and handover of children.
- Ensure environments are safe, organised and appropriately resourced for play and learning.

Safeguarding & Compliance

- Act as Deputy Designated Safeguarding Lead within the setting, managing concerns, records and referrals as required.
- Ensure compliance with safeguarding, health and safety, food safety and (where applicable) EYFS requirements.

Staffing & Supervision

- Ensure appropriate staffing levels and ratios at all times deploying staff effectively to meet need.

Care & Routines

- Oversee safe provision of food and care routines, including allergen management and supervision during meals.

Records & Systems

- Maintain accurate records including attendance, enrolment, incidents and safeguarding.
- Oversee booking systems and session-level administration.



PERSON SPECIFICATION

Essential

Experience, Skills & Qualifications

- Experience working with children in childcare, early years, playwork, youth work, teaching assistant/learning support or a related field settings.
- Experience of leading or supporting staff, volunteers or peers and coordinating provision.
- Strong understanding of child development and inclusive practice, with the ability to plan and deliver engaging, developmentally appropriate activities across early years and primary ages.
- Ability to build positive relationships and manage behaviour using trauma-informed, relational and nurturing approaches.
- Strong communication skills, with the ability to engage effectively with children, families/carers and partners.
- Strong digital capability, with the ability to effectively manage registers, bookings, communication and reporting systems. Confident in using email and calendar platforms, producing reports and documentation, and working with basic data and budgets, alongside management information or booking systems.
- Paediatric First Aid (or willingness to obtain).

Knowledge, Understanding & Compliance

- Understanding of safeguarding responsibilities and appropriate responses to concerns in out-of-school provision.
- Understanding of inclusion and how to support diverse needs, including SEND, behaviour and engagement.
- Knowledge of safe supervision, attendance, collection and handover procedures.
- Understanding of health and safety requirements within a childcare or play setting.

Operational & Leadership Capability

- Ability to manage day-to-day operations, including registers, staffing, resources and parent communication.
- Ability to organise safe, effective and high-quality delivery across sessions.
- Ability to monitor participation, engagement and outcomes, and contribute to meeting programme targets and requirements.

Personal Attributes

- Ability to take initiative and lead effectively.
- Proactive, solution-focused approach to challenges.
- Reflective and committed to continuous improvement.
- Commitment to safeguarding, equality, diversity and inclusion.
- Ability to work flexibly across different settings and programmes.

Desirable

- Level 3 (or equivalent) qualification in childcare, early years, playwork, youth work, teaching assistant/learning support or a related field.
- Experience of holding the Deputy Designated Safeguarding Lead role.
- Experience working across a range of settings (e.g. education, community, outdoor or youth provision).
- Experience working with schools, local authorities or community partners.
- Experience of monitoring outcomes or evaluating impact.
- Food hygiene training or certification.



Our offer to you

Benefits and compensation

- Salary range FTE: £28,423 - £33,374- incremental points received annually. Starting salary range FTE: £28,423 to £30,526
- 25 days annual leave, plus 3 days to be taken between Christmas and New Year, plus bank holidays. Annual leave increases after 1 years' service to 26 days, followed by an extra day a year up to a maximum of 30 days. Holidays are expected to be taken during school holiday periods.
- Entry to stakeholder pension scheme available immediately with 4% employer contribution plus 4% employee contribution
- Enrolment in Westfield Health Scheme (after passing probation)
- Holiday buying and selling scheme
- Supportive coaching and development
- Ongoing training opportunities
- A fun, purpose-driven environment with a passionate, tight-knit team and plenty of tea and coffee to keep you going!



About us

Endeavour Training Ltd is a Sheffield-based charity with over 65 years of experience supporting young people facing significant life challenges. We specialise in personal development, education, and adventure-based learning, helping individuals build confidence, develop essential life skills, and take positive steps towards a brighter future.

Our work is rooted in a belief that every young person deserves the opportunity to fulfil their potential, regardless of their background. Through hands-on activities, accredited education, and meaningful social action, we engage those who may not thrive in traditional settings, offering a supportive and practical pathway to success.

Endeavour is proud to be at the heart of the communities we serve, working in partnership with schools, local services and families to deliver tailored support that makes a lasting difference.

Meet our management team



Ed Thatcher

CEO



Rachel Stockton

Director of Finance



Hannah Shaw

Head of Operations



What Endeavour means to our staff team

“Adventures for everyone”

“Pride in the work that we do and the way that we are”

“Feeling safe”

“Freedom of expression”

“Fun, learning and Growing”



How to apply

If you're motivated to play a key role in delivering high-quality, nurturing provision for children and young people, we would welcome your application.

To apply, please complete the screening questions below, state whether you are interested in full-time or part-time work and submit your CV to recruitment@endeavour.org.uk.

Applications Close: 27th April 2026 at 13:00.

We review applications on a rolling basis and will respond throughout the process. Please do not wait until the closing date to apply, as we may close the application window early if we receive a strong field of candidates.

Interviews are planned for the week beginning 5th May 2026, although we may arrange interviews earlier if suitable applicants are identified.

If you have any questions, or to arrange an informal chat about the role, please contact recruitment@endeavour.org.uk. We look forward to receiving your application!

Screening Questions

1. Do you have strong digital capability, including experience managing registers, bookings, rotas, communication and reporting systems, and using tools such as email and calendars, producing reports and documentation, and working with basic data or budgets (e.g. Microsoft Word, Outlook, Excel, Canva or similar systems)?

- Yes
- No

2. How many years' experience do you have in childcare, early years, playwork, youth work, teaching assistant/learning support or a related field?

- None
- <1 year
- 1-2 years
- 2-5 years
- 5+ years

3. How many years' experience do you have leading or supervising others in childcare, early years, playwork, youth work, teaching assistant/learning support or a related field?

- None
- <1 year
- 1-2 years
- 3+ years

4. Are you able to commit to the core working requirements of this role (as described in Hours section on the Vacancy Details page of the Job Pack)?

- Yes - I can fully meet this requirement, or I am interested in a part-time or job share arrangement
- No



The Small Print

Safeguarding Commitment

Endeavour is committed to safeguarding and promoting the welfare of children and young people. We operate a culture of vigilance, and all staff, volunteers and workers are expected to share this commitment, maintain professional boundaries and act in the best interests of children at all times.

This role involves regulated activity with children and therefore requires an enhanced DBS check including children's barred list information.

Endeavour follows safer recruitment practices in line with Keeping Children Safe in Education (2025) and Working Together to Safeguard Children.

Endeavour Recruitment Process

For Endeavor's Recruitment Process, please click [here](#) or scan the QR code below





endeavour
empowering young people