

**JOB DESCRIPTION**

**DEPUTY MANAGER - BEFORE AND AFTER SCHOOL CLUB**

**REPORTS TO: Anna Griffin (Head of Club) and Jackie Stanfield (Line Manager)**

**Purpose of job:** You will have the responsibility for the day to day functioning of the club whilst the manager is not on site.  Your role will NOT include planning for activities/food but WILL include directing a small team of playworkers to ensure safe supervision of children in a fun and engaging setting, whilst adhering to Ofsted regulations.

**Management and Administration**

* Work with all staff to provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Den.
* Uphold and implement all policies and procedures of The Den in partnership with the staff team.
* Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children and their families.
* To support the owner/staff in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
* Liaise with the owner and be part of the decision-making process for purchasing equipment, supplies and resources.
* To be responsible for the day to day record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances.
* Develop professional working relationships with the school and liaise with the school to meet needs of the children who attend the club, all relevant professionals and authorities including the local authority and Ofsted.
* Monitor, evaluate the quality of the service – feeding back to the owner.
* Maintaining working relationships with other site users (particularly the Parish rooms coordinators, and the site managers).
* To ensure that adequate standards of safety and hygiene are maintained throughout the afterschool club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
* Co-ordinate feedback to parents at collection and drop off.
* To work in partnership with the owner to assist in appraisal for staff.
* Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending Before and After School Club
* To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
* To assist the owner/staff in ensuring that children’s individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
* Providing full care for the children, including: delivering children to school, collecting children from school and delivering them safely to their parents or carers.
* To participate in playwork and other relevant training and development activities..
* To provide line management to a team of learning support assistants/play workers, directing the work of staff based at the Before and After School Club, supervising their activities and helping to induct new staff members.
* Administering and reporting first aid as appropriate.
* Attending meetings as appropriate.
* Carrying out all responsibilities and activities within an equal opportunities framework.

**Person specification**

**Essential criteria:**

* A suitable childcare qualification. (NNEB, NVQ level 3 in Childcare)
* A demonstrable understanding of good quality childcare
* A commitment to equal opportunities
* Ability to provide safe, creative play
* Ability to stimulate and engage in outdoor play
* Ability to communicate at all levels
* Experience of working with 4 to 11 year olds
* Ability to meet children’s individual needs
* Ability to use judgement and common sense
* Ability to work as part of a team
* Ability to work on own initiative

**Desirable criteria:**

* A current paediatric first aid certificate
* Basic food hygiene certification
* Basic Health and safety certificate
* Child Protection Training
* Some experience of administration

**Child Protection**

As an employer we are committed to safer recruitment and all positions will be subject to a satisfactory enhanced disclosure barring service check and two appropriate written references.

