

Job Description: Before and After School Club Service Deputy Manager

Title:	Before and After -School Club Deputy Manager
Location:	Arden Primary School
Hours:	23.75 hours per week, full year
Contract Type:	Permanent
Salary:	Scale 4

To support the manager in the leading of the Before and After School provision. To be responsible for the day-to-day organisation in the absence of the manager providing high standards of care and play opportunities for children between the ages of 4- 11 years old in a safe and secure environment.

Main Duties and Responsibilities:

Delivering Before and After School Provision

- To support the manager and stand in when they are not available. To lead the day-to-day management and organisation of the Before and After School Club alongside the manager.
- To support, mentor, and coach a team of staff based at the Before and After School Club, planning and leading their activities.
- Work with all staff to encourage play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To oversee and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment
- Liaise with the school with regard to the needs of the children who attend the club
- To ensure good liaison and communication lines with the Before & After School Manager and Playworkers
- To be a point of contact for parents
- To use knowledge gained as an NVQ 3 to lead best practice across before and after school club.

Management and Administration

- Act as the link between the school office and the before and after school club in the absence of the Manager
- Order necessary equipment and food when the manager is not available
- To be involved in the day-to-day administration and record keeping
- Monitor and evaluate the quality of the service alongside the Manager
- Maintaining working relationships with other site users
- To ensure that adequate standards of safety and hygiene are maintained throughout the before and after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure food hygiene and allergen awareness procedures are adhered to
- To support the manager in ensuring that all staff work within the policies and guidance and procedures of the schools' policies

Staff

- To manage Playworkers alongside the manager and encourage best practice and development of play opportunities
- To be involved in professional development including participation in own appraisal, any necessary training and attending Before and After School Club Managers meetings to keep abreast of all current issues relating to providing wrap around care

PERSON SPECIFICATION – BEFORE AND AFTER SCHOOL CLUB DEPUTY MANAGER

You will need to be someone who :

- Demonstrates a strong commitment to the care, wellbeing, and educational development of children. Shows enthusiasm for creating a safe, engaging, and stimulating environment.
- Brings fresh ideas and imaginative approaches to planning and delivering a wide range of activities. Shows initiative in enhancing the provision and contributing to the continuous improvement of the setting.
- Possesses a caring, energetic, and dynamic approach to leadership. Capable of supporting and motivating a diverse team of staff, ensuring high standards of care and professionalism.
- Works effectively as part of a team, providing support to the Manager and stepping up when required. Adapts quickly to changing situations and can respond calmly and confidently under pressure.
- Communicates effectively with children, parents/carers, and colleagues. Builds positive relationships and demonstrates a friendly, approachable manner.
- Upholds a strong understanding of safeguarding procedures and inclusive practice. Committed to promoting the wellbeing and development of all children.

Desirable Attributes:

- Previous experience in a supervisory or deputy role in a childcare or educational setting.
- Relevant childcare or playwork qualification (minimum Level 3).
- Understanding of relevant policies, health and safety, and regulatory frameworks for out-of-school care.

Qualification and other required skills	Essential	Desirable
NVQ level 3 in Child Care / Playwork or equivalent	X	
Excellent communication skills	X	
Recent experience of working with children age 4-11	X	
Good organisational skills	X	
Good knowledge and understanding of equal opportunities and special educational needs	x	
Relevant supervisory/management experience	X	
First Aid qualification	X	
Food Hygiene Qualification		X
Experience of administration systems		X
Competent in using computer systems including email and Microsoft Word and Publisher	X	
Knowledge of Safeguarding	X	

