



DEPUTY MANAGER OUT-OF-SCHOOL CARE CLUB JOB DESCRIPTION



Caldecote Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SALARY & SCALE:

Level 2, Grade 4 – NJC 7-11 £26,403 - £28,142 FTE pro rata for hours worked (pay award pending)

HOURS

16-hour per week, 42 weeks per year, this equates to term time plus 4 weeks

QUALIFICATIONS

Level 3 NVQ Childcare or equivalent (or be actively working towards the qualification)

ROLE PURPOSE:

To provide safe, stimulating and enjoyable care for children attending Care Clubs, having regard for policies and procedures currently in place

PRINCIPAL DUTIES:

- Supervise, lead and assist children in activities and games
- Undertake the Manager role and responsibilities in their absence
- Assist in the Management duties as requested by the Manager
- Actively monitor the health and safety of the Care Club and reduce the risk of accidents
- Take responsibility, along with other staff, for following the club's arrivals and departures procedures
- Be aware of and work within the club's policies and procedures as laid out in the Staff Handbook
- Assist with weekly planning and the setting out and clearing up of equipment
- Be prepared to develop knowledge by attending relevant training courses
- To work as part of a team with other playworkers under the supervision of the Manager
- To liaise with parents, school staff and other groups using the premises and encourage good partnerships with all
- To carry all duties in a professional manner

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

DEPUTY MANAGER

OUT-OF-SCHOOL CARE CLUB PERSON SPECIFICATION

	Essential	Desirable
Education & qualifications	<p>Childcare qualification ideally in Play work</p> <p>First Aid qualification</p> <p>Safeguarding</p> <p>Hold or willing to complete a L2 Designated Child Protection Training</p>	<p>Willingness to work towards L3 Childcare qualification</p> <p>12 hour paediatric First Aid</p> <p>Basic Food Hygiene Certificate</p>
Experience & Abilities	<p>A good understanding of play work.</p> <p>Experience of working with children in the 4-12 years age range and their families.</p> <p>To understand the need to provide an environment which is stimulating and challenging for all.</p> <p>Understanding special needs in terms of support, development and care planning needed.</p> <p>Knowledge of safeguarding children.</p> <p>A working knowledge of relevant health & safety and basic food hygiene requirements.</p>	<p>Experience of working in an out of school club as part of a team of Playworkers.</p> <p>Knowledge of the Keeping Children Safe in Education legislation</p> <p>Knowledge of all legislation relating to childcare</p>
Skills Team Working, Planning & organisation	<p>To be able to contribute to teamwork in a supportive and professional way.</p> <p>Ability to contribute ideas to help improve the club.</p> <p>Responsive to change and ideas; able to adapt to new systems and flexible working patterns.</p> <p>To know what training staff, need to improve.</p> <p>To support with the Club admin systems, including all record keeping required by Early Years and Childcare Quality Framework and the Welfare Requirements</p> <p>Able to prioritise what needs doing first</p>	<p>An interest in working with outreach workers, community groups, schools, voluntary sector organisations, etc, as a way of building and maintaining links with the local community</p> <p>Willingness to adapt plans to reflect changing needs</p>
Communication	<p>Good communication including the drafting of reports and recording information.</p> <p>Effective communication with a wide range of users, partners, providers, volunteers and staff.</p> <p>An empathetic, supportive and non-judgemental attitude towards children, parents/carers, staff and trainees/volunteers.</p> <p>Ability to respect confidentiality.</p> <p>A belief in the importance of effective and inclusive communication with children using a range of verbal and non-verbal techniques.</p>	
Personal Qualities	<p>Committed to continuing professional development and the success of the Club.</p>	