

Job Description

Job Title: Deputy Manager: Out of School Club

Location: Trumpington Early Years and Childcare

Salary: NJC Grade 6 - Full Time Salary: £24,982 per year (***approx. actual salary for 15 hours per week, term time only: £8,401 per year**). Hourly rate: £12.95.

Overall purpose of the job

To oversee and contribute to a high quality, inclusive play environment meeting the needs of all children attending. To manage the term time breakfast and out of school club, including staffing, in the absence of the Manager. To be responsible for play planning within the breakfast and out of school club, in collaboration with the Manager. To maintain a safe and stimulating play environment that is compliant with all aspects of the EYFS Safeguarding and Welfare Requirements.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To oversee and contribute to a high quality, inclusive play environment meeting the needs of individual children and having an awareness of family cultures, medical histories and any disabilities. This includes the planning, delivery and monitoring of stimulating play experiences in accordance with the children's social, physical, intellectual, creative and emotional needs.
2.	To manage the term time breakfast and out of school club in the absence of the manager and undertake all the necessary duties including overseeing the delivery of the EYFS within a playwork setting, particularly the Safeguarding and Welfare Requirements
3.	To keep informative, accurate and up-to-date records, including health and safety aspects such as first aid and accident records and of any behavioural support provided.
4.	To supervise relevant staff on a daily basis when required. To supervise and offer support to volunteers, students on placements and work experience in the setting
5.	To liaise regularly with parents/carers about their children's needs and interests.
6.	To share any safeguarding concerns immediately with the Designated Person for Child Protection.
7.	To respond to each child's need for individual care and attention and provide a high level of supervision that will enhance the children's general health and well-being
8.	To be a lead person for behaviour management in the breakfast and after school club.
9.	To be aware of children's special educational needs or disabilities and ensure staff support these children effectively
10.	To contribute to and attend supervisions and appraisals
11.	To attend regular team meetings

12.	To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate
13.	To attend any conferences, training events or meetings as identified by the Manager and to keep up to date with current good practice.
14.	To adhere to the group's policies and code of practice on confidentiality
15.	To perform any other duties as deemed necessary by the Manager.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
NVQ Level 3 or above	Early Years, Playwork, Childcare or equivalent	Essential
GCSE Grade C or above or equivalent (if required within Early Years or Childcare qualification gained)	English and Maths	Essential
Child Protection training	Current Basic Child Protection Training	Desirable
First Aid Training	Current Paediatric First Aid Training	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Early Years Foundation Stage Statutory Framework	A good knowledge and understanding of the Early Years Foundation Stage, Safeguarding and Welfare Statutory Requirements	Essential
The Play Environment	A good knowledge and understanding of what contributes a high quality, inclusive play environment	Essential
Legislation	Knowledge of relevant health and safety, early years and safeguarding legislation	Essential
Skills		
Ability to build good partnership working relationships with staff within the setting and in the wider organisation and other professionals		Essential
Ability to communicate the need for quality and continuous improvement, and influence good practice through own example		Essential
Ability to support the development of staff through regular discussion and team meetings which encourage two way communication and sharing of ideas and expectations		Essential
Ability to communicate in a variety of ways, verbally and in writing, and with people at all levels, and adopts a communication method appropriate for the listener or audience.		Essential

Able to work on own initiative		Essential
Demonstrates professionalism in approach to managing all issues		Essential
Good customer awareness.		Essential
Experience		
Working in an early years or childcare setting/s	At least one year's experience in running or helping to run a similar provision or other suitable experience	Essential
Equal opportunities		
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding		
	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks