Club Deputy

Job Description

# PURPOSE OF THE JOB

The role of Deputy is to assist with managing the day-to-day activities for the Dell Out of School club throughout the year. To ensure delivery of high-quality professional childcare, play and educational activities in line with the Early Years Frameworks and OFSTED guidelines. The Deputy will assist with the management of the out of school club. In addition, the Deputy will assist the Manager in making recommendation to the trustees about improving practises, in line with changing expectations of childcare and play. The Deputy will be expected to plan organise and cover for the Manager when they are absent.

# DUTIES

1. Responsible for the professional standards of childcare at all times with due regard for children’s safety and needs, both physical and emotional.

1. Work with all staff, plan organise and ensure a programme of effective care and play activities appropriate to the needs of all the children and to individual children as necessary. Ensure that staff are involved in effective delivery, monitoring and development of ideas.

1. Manage and lead a team of staff in the Managers absence, dealing with ongoing concerns. Where appropriate to lead the term time and holiday clubs when required and ensure a presence in all clubs throughout the week.

1. Work closely with the school to ensure that afterschool places are filled. To advertise/promote this service to new entrants to the school. (I.e., particularly when Nursery children first start at school in September and Jan). And to assist in promoting our holiday club held at Morgans School for parents seeking childcare during the holidays.

1. To be able to implement the OSTED 0-5 Standards for Childcare within the principles of the Early Years Framework – with particular focus on the 3–8-year-olds who attend the term and holiday clubs and in conjunction with the Coordinator across the whole club where appropriate.

1. In conjunction with the Manager ensure effective staffing of the whole club, in liaison with the Senior Playleaders. Ensure that OFSTED ratios for staff versus children are met and make appropriate arrangements to cover for any staff absence and holidays where necessary.

1. To ensure that the club works within a framework of Equal Opportunities both with regard to children and staff.

1. Responsible for the Health and Safety of children and staff including implementing safeguarding procedures including awareness of child protection issues, monitoring and checking of equipment and buildings though risk assessments. Recording of accidents with the assistance of senior staff. Where appropriate assist the Coordinator to undertake necessary risk assessments.

1. Liaising directly with parents or carers dealing with queries, requests and complaints. Attend staff and parent meetings where appropriate.

1. Liasing with OFSTED representatives on the registration process and inspection of the Out of School setting. Liasing with other bodies i.e. Young in Herts. / Extended schools / Environmental Health etc. and ensuring the Committee are kept abreast of current working practices. To attend appropriate training/briefing sessions and act as a representative for the Dell.

1. In conjunction with the Manager liaising closely with the Finance Department over administration to include bookings and finance meet targets/budgets set. Responsible for maintaining the children’s records and files and ensuring the register is checked and updated daily.

1. In conjunction with the Manager you are responsible for organising purchase, care (and maintenance) of consumables, equipment and resources and ensuring Committee planning and approval for major expenditure.

1. To undertake training and attend relevant training courses where appropriate. To ensure that staff working within The Dell receive training to deliver the best possible care to the children who they work with.

1. To work with staff to ensure that food and drink are purchased, stored and prepared safely and nutritious snacks/meals are provided.

1. To learn how to maintain the Dell Website and manage/update content including policies, programmes and marketing information.

1. Where appropriate to attend Management Committee and other meetings as required

1. To complete any other reasonable duties that are requested.

**NB** This position is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them. The offer of the Deputy Coordinator position is dependant on a clear Enhanced Criminal Record Disclosure and at least 2 satisfactory written references

**Person Specification**

**Essential for the Job**

* + Aged 18 years plus (Exempt from Age Discrimination Legislation as determined by OFSTED guidelines)
	+ Willingness to complete an enhanced CRB check and OFSTED Suitability check.

* + A childcare, early years or play qualification – equivalent to CACHE NVQ 3 or NNEB

* + Experience and enthusiasm in providing child care, early years play or youth activities for children aged 3-11 years.

* + Knowledge and working practice of Early Years Frameworks.

* + Ability to plan activities and resources, which will provide safe creative play opportunities

* + Personal drive and motivation

* + Ability to communicate with children, staff and parents and respond to all their needs.

* + Ability to work with other internal parties such as HR Manager, Finance department, and the Committee as well as external parties such as school and other organisations e.g. OFSTED, Young in Herts.

* + Understanding of childcare, health and safety and security issues affecting out of school clubs.

* + Reliability in time keeping and performance and behaviour with children

* + Ability to have a flexible and energetic approach to the work of the club

* + Understanding of special needs among children

* + A commitment to Equal Opportunities in play and childcare

* + Ability to implement and support others in implementing childcare policies such as Health and Safety, security, code of conduct/behaviour and child protection.

* + A willingness to undertake training.

**Desirables**

A current first aid certificate in Early Years first aid.

Some experience of leading/managing a team of staff