

# JOB DESCRIPTION

## Deputy Club Manager

<b>Job Summary:</b>	Deputise for the manager in his/her absence Assist in the day to day running of the club Provide childcare within Schoolfriend Clubs' policies and procedures and other registering authorities
<b>Line Manager:</b>	Club Manager
<b>Responsible for:</b>	Playworkers and volunteers in the absence of the club manager
<b>Working relationships:</b>	Children attending the club and their parents or carers Head office, club management, club staff and volunteers Schools, childcare and play organisations and registering authorities

### Main duties include:

- ✓ Helping the manager with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- ✓ Providing comprehensive care for the children including walking bus services from different sites.
- ✓ Providing support and supervision to playworkers and volunteers in the absence of the manager.
- ✓ Setting up the play space including moving furniture and play equipment.
- ✓ Providing food and refreshments and ensuring that hygiene and health and safety standards are met.
- ✓ Administering first aid where necessary.
- ✓ Consulting with children and involving them in planning activities.
- ✓ Encouraging parental involvement in the club.
- ✓ Facilitating good communication with all members of the organisation, parents, schools and childcare and play related agencies.
- ✓ Undertaking appropriate and relevant training.
- ✓ Keeping the work environment healthy, safe and secure.
- ✓ Working within the framework of the company policies and procedures and the Early Years Foundation Stage.

**Person specification:**

<b>Essential qualities:</b>	<b>Desirable qualities:</b>
<ul style="list-style-type: none"> <li>✓ Appropriate Level 3 qualification</li> <li>✓ Experience working with 4-11 year olds</li> <li>✓ Experience of administration</li> <li>✓ Understanding the varied needs of children and their families</li> <li>✓ Understanding the issues involved in the delivery or quality childcare</li> <li>✓ Understanding the issues of equal opportunities</li> <li>✓ Provide and facilitate safe and creative play</li> <li>✓ Good communication skills</li> <li>✓ Ability to work as a team member and demonstrate leadership skills</li> <li>✓ Ability to work on own initiative</li> <li>✓ Sound judgement and common sense</li> <li>✓ Sufficient understanding of the use of English to ensure the well-being of the children*</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working within a play-based setting</li> <li>✓ Experience of budgeting</li> <li>✓ Competent in using IT to support play and club administration</li> <li>✓ Appropriate child protection training</li> <li>✓ Current 12 hour Paediatric First Aid Certificate</li> <li>✓ Food Hygiene Certificate</li> <li>✓ An understanding of Prevent Duty and Certification</li> </ul>

\*Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2014