

Camp Glide Deputy Manager



JOB DESCRIPTION

Hours of work: Full Time Position: up to 40 hours per week; in the school term time and the school holidays; compulsory hours during setting times, some hours can be self-managed.
Part Time Position: 22 hours per week in the setting; term time only.

Salary: 19,000 – 20,000 pro rata

You will be responsible to: Glide Rangers Setting Manager
You will be responsible for: see Job Profile

We are looking for an enthusiastic and committed person to provide safe high-quality play for children aged 4 - 11 years of age and to actively support the Setting Manager in the development and daily management of our thriving and successful before school, after school and holiday club.

Person Specification

We need someone who:

- Has NVQ Level 2/3 or equivalent qualification in Playwork, Childcare, Early Years or holds Qualified Teacher Status or is willing to work towards a qualification.
- Holds a basic food hygiene certificate or is willing to gain one
- Has a minimum 2 years' experience of working with children aged 4 – 11 years
- Has working knowledge of relevant national regulations and guidance including the EYFS
- Has knowledge of policies and procedures relating to child protection and health and safety and can implement them effectively.
- Can provide and facilitate an inclusive, safe and creative play
- Communicates well with a wide range of groups and individuals
- Works well as a team member
- Uses own initiative, judgement and common sense
- Understands the range of needs which children and their families may have, including SEND
- Understands the key issues relating to quality playwork.
- Has basic skills in ICT

and it would be desirable if they:

- Hold a Paediatric First Aid certificate
- Have experience of working with children aged 4 - 11 years in play setting
- Have experience of working with children with Special Educational Needs
- Have good ICT and administrative skills.

Key responsibilities

- In the absence of the Setting Manager, undertake the daily supervision of the Club, developing and maintaining high standards throughout, to ensure the smooth running of the club.
- As required to assist in the supervising of staff, any parents/carers and volunteers, participating in their selection, supporting their induction and training to ensure that they are aware of their duties, maintain high standards throughout the club, ensure the health and safety and welfare of the children and implement activities in line with national regulations and guidance.
- To support the Setting Manager in ensuring that relevant national standards and guidance are met at all times.
- To assist the Club Manager in managing Club staff and in ensuring staff maintain high standards throughout the Club.
- To support the Club Manager in ensuring that children, whilst in the Club, have access to appropriate activities to support their physical, emotional, social, communication and language development at all times, giving consideration to ethnic, cultural and linguistic backgrounds.
- To actively participate in the operational delivery of good quality play and care provision for children attending the Club.
- To support the development and review of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the Club.
- To ensure the health, safety and welfare of all children through the observation of the Club's policies and in particular, the Health and Safety policy.
- To maintain discipline as dictated by the Setting's Behaviour Management policy.
- To identify any potential child protection issues related to specific children or to the overall running of the Club and to liaise with the Club Manager in order to safeguard and promote the welfare of children.
- To assist in the preparation required for any inspections of the club, e.g. OFSTED, and assist with implementing any recommendations that may result from inspection.
- To assist with implementing the Operational Plan, explaining how the setting runs and how the resources are used to meet the needs of the children.
- To actively support administrative procedures.
- To assist the Setting Manager with the collection of parents fees.
- To keep up-to-date with relevant new legislation procedures and requirements, including hygiene and health and safety regulations.
- To develop and maintain good communication with all staff, head teacher, parents and with the wider community.
- To support the Setting Manager in promoting the Club, its values and message
- To support the manager in responding to enquiries from parents.
- To maintain good relationships with the School, parents and wider community.
- To ensure confidentiality of information in respect of children, parents, carers or staff without compromising safeguarding policy.
- To undertake training as and when necessary.

Work Context

- The Club Qualified Deputy Manager will be expected to direct and supervise the Club staff in the absence of the Setting Manager
- The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.
- The post holder must have a good understanding of the relevant national standards and guidance for Out of School Care. An awareness of child protection issues and procedures is essential.
- The post holder must have effective communication skills to be able to inform, persuade,

- inspire and motivate children and staff and provide feedback for professionals and parents.
- The post holder must have effective organisation skills and the ability to perform administrative tasks.
- The post holder must be sufficiently computer literate to undertake tasks using computers, such as: payment processing, word processing and spread sheets.

Camp Glide is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure and other pre-employment checks will be carried out in line with our safer recruitment policy.

Responsibility

Honesty

Respect

Caring