



Childcare & Sport Education

## Deputy Manager Job Description

<b>Job summary:</b>	Deputise for the manager in his or her absence Help with day-to-day organisation of the club Provide play care within the framework of the club's policies and procedures
<b>Line manager:</b>	Club manager
<b>Responsible for:</b>	Play workers, and volunteers in the absence of club manager
<b>Working relationships:</b>	Children attending the club and their parents or carers. Club management, club staff and volunteers. Schools, childcare and play-related organisations, registering authorities, and funding bodies.

### Main duties include:

- Helping the manager to organise the delivery of the planning, preparing and delivering high quality play opportunities within a safe and caring environment.
- In the absence of the Club Manager, to ensure the club remains at the expected high standard set by S4YC.
- To assist the Club Manager to evaluate the clubs operations to ensure progress and improvement are continuously delivered and maintained.
- Ensure and be responsible for the safety and care of the children including collecting them from school, ensuring they are signed in/out, and a full hand over to their parents/carer is delivered.
- Providing support and supervision to play workers and volunteers in the absence of the manager.
- Preparing and provide refreshments and ensuring that hygiene, health and safety standards are met in accordance to local council food hygiene guidelines.
- Logging and administering first aid when necessary.
- Consulting with children and involving them in additional activities other than those already planned.
- Encouraging parental feedback 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 club's policies and procedures.
- Being aware of outstanding safeguarding practices and understanding the signs of abuse and clear reporting strategies.
- Understand and deliver the areas of learning outlined within the EYFS Framework.
- Contribute to the on-going supervision, observation and development of the Playworkers.
- Assist in the day-to-day running and administration of all aspects of the club.

## Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"><li>• Experience of working with 2 to 11 year olds</li><li>• Appropriate Level 3 qualification</li><li>• Experience of administration</li><li>• Understanding the varied needs of children and their families</li><li>• Ability to follow and implement procedures outlined by S4YC</li><li>• Strong knowledge of the EYFS Framework</li><li>• Understanding the issues involved in the delivery of quality play care</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>• Sound judgement and common sense</li><li>• Ability to work as a team member and demonstrate leadership skills</li><li>• Strong and clear communication skills</li><li>• Ability to work on own initiative, using judgement and common sense</li><li>• Appropriate safeguarding training</li><li>• Current Paediatric First Aid Certificate</li><li>• Food Hygiene Certificate</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a play-based setting</li><li>• Clear and precise record keeping</li><li>• Competent in using IT to support play and club administration</li><li>• Ability to instruct others to complete all tasks</li><li>• Able to self-evaluate your own and others practices.</li></ul>