

Deputy Manager Job Description

- Job summary:** Deputise for the Manager in his or her absence
 Help with day to day management of the club
 Provide play care within the framework of the club’s policies and procedures
- Line manager:** Club Manager
- Responsible for:** Playworkers, school escorts, and volunteers in the absence of Club Manager. SEN and EYFS Children, Health and Safety Officer, Fire Safety Officer
- Working relationships:** Children attending the club and their parents or carers
 Club management, club staff and volunteers
 Schools, childcare and play organisations, registering authorities

Main duties include:

- Helping the manager with planning, preparing and delivering quality play opportunities and activities within a safe and caring environment.
- Planning a healthy snack menu and shopping for the items within the club’s weekly budget.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
- 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.
- Escorting children from their schools to the club
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when 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 club’s policies and procedures, and the Early Years Foundation Stage.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> • Experience of working with 3 to 11 year olds • Experience of administration • Understanding the varied needs of children and their families • Understanding the issues involved in the delivery of quality play care • Understanding the issues of equal opportunities • Provide and facilitate safe and creative play • Good communication skills • Ability to work as a team member and demonstrate leadership skills • Sound judgement and common sense 	<ul style="list-style-type: none"> • Appropriate Level 3 qualification or working towards a level 3 qualification. • Experience of working within a play-based setting • Experience of budgeting • Competent in using IT to support play and club administration • Ability to work on own initiative • Appropriate child protection training • Current 12-hour Paediatric First Aid Certificate • Food Hygiene Certificate

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| <ul style="list-style-type: none">• Sufficient understanding and use of English to ensure the well-being of the children* | |
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** Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*