



## Deputy Manager Job Description

Job summary:	Deputise for the Manager in his/her absence Help with day to day management of the club Provide quality play care within the framework of the club's policies and procedures
Line manager:	Club Manager
Responsible for:	Play Workers/ Volunteers
Working relationships:	Children attending the club and their parents/carers Club Management, club staff, including students and volunteers Schools, childcare and play organisations, 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 collecting them from school and delivering them safely to parents or carers.
- Providing support and supervision to play works and other staff, including volunteers.
- Setting up the play space including moving furniture and play equipment.
- 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 club, schools and especially parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- 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"> <li>• Experience of working with 4 to 11 year olds</li> <li>• Appropriate Level 3 qualification</li> <li>• Understanding the varied needs of children and their families</li> <li>• Understand the issues involved in deliver of quality play care</li> <li>• Providing and facilitating, 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 make appropriate decisions and take initiative.</li> <li>• A good level of English in order to communicate clearly with staff, children and parents.</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>• Ability to work on own initiative</li> <li>• Appropriate child protection training</li> <li>• Current 12-hour Paediatric First Aid Certificate</li> <li>• Food Hygiene Certificate</li> </ul>