



WASPS Out of School Club

A warm and safe environment where children aged 3 to 13 learn, grow and have fun!

TITLE OF POST	DEPUTY MANAGER
SALARY	£12.00 PER HOUR (STARTING PAY)
LOCATION	STANDON AND PUCKERIDGE COMMUNITY CENTRE
NVQ LEVEL	MINIMUM OF LEVEL 3 IN CHILDCARE OR EARLY YEARS
RESPONSIBLE TO NICOLA ENGLISH, PROPRIETOR AND MANAGER	

JOB PURPOSE

To work as an effective team member of a childcare team delivering flexible, high quality, education and care centred service that meets the needs of the children and their families.

To be responsible for the day to day organisation and operation of the club in accordance with club policies and procedures.

To provide an entertaining, stimulating and safe environment for all children in the setting.

DUTIES

To provide and maintain close supervision of the children in your care at all times, ensuring that all children are cared for in a safe and caring environment.

To work in partnership with all staff and trainees as part of a highly motivated and professional team and to have the ability to promote good practice in a professional and inclusive manner.

To manage, motivate and lead a team of play workers with assistance from the Manager if needed.

To plan and organise weekly toy equipment, craft activities and staff rotas and delegate tasks if needed.

To plan for the different areas of learning and development in the EYFS and complete observations and assessments on children for their learning journals along with termly summaries.

If qualified, to administer and supervise any first aid required and ensure your Manager is aware of the incident and the appropriate forms have been completed and signed by parents. If head injury, ensure parent/carer/teacher is informed.

To lead and contribute to staff meetings, attend staff development and training and keep up to date with current childcare issues and be able to pass on this knowledge to other staff.

To organise and carry out daily risk assessments and bring matters up with the Manager and Management Committee regarding maintenance issues.

To plan and implement fire evacuation and lockdown procedures with staff, visitors and children termly.

To ensure maintenance of all first aid kits (building, mobile and car) and ensure supplies are within date.

Be flexible and creative and have the commitment to provide first class childcare including collection of children from school and the safe delivery of children to parents or named carers.

To work within agreed club policies and procedures and to abide by the Health and Safety at Work legislation as detailed in the Health and Safety Policy.

To have an understanding of the National Standards and EYFS as set out by Ofsted and the ability to work towards them.

To prepare and plan an appropriate range of activities including organising and preparing all materials used for social training, physical development and educational experience, e.g. art and craft activities, cooking, musical activities, story-telling, dressing-up and role play, computer activities, large and small apparatus activities and other excursions.

To organise and supervise the preparation of a nutritional snack for children according to Food Hygiene standards and club policies and procedures and ensure correct stock rotation.

To clear away after activities making sure that materials and equipment are well cared for, clean and stored properly and that the premises used are left clean and tidy (especially toilet areas).

To work closely with parents and carers to create and develop open and inclusive working partnerships which support the development of their child/children.

To undertake any other reasonable duties as determined by the Manager that may be requested.

To promote inclusive attitudes and practices to accommodate and support the diversity of the local community and to promote the club's Equal Opportunities policy.

NB This position is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any that have been made against them. The offer of Playworker position is dependant on a clear Enhanced Criminal Record Disclosure and at least two satisfactory references.

Reviewed January 2020