

Job Description: Out of School Club Deputy

Employment details

Job title:	Out of School Club Deputy
Reports to (job title):	Out of School Manager
Type of position:	Permanent Part Time
Hours of work:	16.25 per week
Level and scale point:	Grade 4

Job Purpose

To assist the supervisor in providing a high quality, inclusive play and care centred service that meets the needs of children, young people and their families. To assist the manager in the day to day organisation and operation of the club in line with club policies and procedures, the National Standards for Out of School Care and statutory guidance for Safeguarding Children.

Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> Assist the manager, as appropriate, to ensure the smooth running of the club, promoting positive attitudes and attending meetings as appropriate.
<ul style="list-style-type: none"> Support a team of playworkers to provide a safe, stimulating environment for the children and young people and ensure play materials and equipment are properly used, maintained and stored, and report any worn or damaged materials to the manager.
<ul style="list-style-type: none"> Supervise children and young people and organise and prepare creative and appropriate play opportunities for the children, ensuring the play area is left in a clean and tidy condition at the end of each session.
<ul style="list-style-type: none"> Ensure the safety of all children in the event of a fire, fire drill or other emergency and administer first aid when necessary.
<ul style="list-style-type: none"> Support the manager in the day to day administration, collection of fees, record keeping and provision of snack.
<ul style="list-style-type: none"> Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures
<ul style="list-style-type: none"> Record and monitor the safe arrival and departure of children and young people.
<ul style="list-style-type: none"> Work closely with parents to create and develop open and inclusive working partnerships which support the development of their children.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Description: Out of School Club Deputy

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> First Aid Qualification
Experience	<ul style="list-style-type: none"> Previous experience working with children 	<ul style="list-style-type: none"> Experience of working in an Out-of-School setting
Knowledge and skills	<ul style="list-style-type: none"> Willing to undertake job related training including a First Aid qualification, Safeguarding and Data Protection training. 	<ul style="list-style-type: none"> Have an awareness of policies and procedures relating to working in a school Be able to contribute to the wider school community and activities
Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> Able to work with children in a calm manner Able to communicate effectively. Flexible and positive towards change. Friendly with a sense of humour and positive attitude. Willing to work as part of a team. Reliable and organised. Able to organise appropriate play activities in and out of doors Able to use their own initiative Approachable and self-motivated. Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. Able to maintain a high level of confidentiality and discretion at all times. 	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p>Aspiration</p> <ul style="list-style-type: none"> Inclusive and respectful to all our colleagues Keen to keep developing and receptive to change Reflective and learn from mistakes <p>Believe</p> <ul style="list-style-type: none"> Passionate and have a positive outlook Confident to share their opinions and ideas and value those of others Solution focused <p>Community</p> <ul style="list-style-type: none"> Considerate of all Welcoming Adaptable Understanding of the needs of the wider community Look after our own and each other's well being

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people