**HIGH LAWN PRIMARY SCHOOL**

**JOB DESCRIPTION**

**DEPARTMENT**: Children’s Services

**JOB TITLE**: Deputy Out of School Club Manager

**PRIMARY PURPOSE OF THE JOB**: To assist with the operation of the school club and holiday care scheme.

**RESPONSIBLE TO**: Out of School Club Manager

**RESPONSIBLE FOR**: The Children attending the childcare scheme

**PRINCIPLE RESPONSIBILITIES:**

1. Assisting with the operation of the day to day running of club in accordance with the agreed policies.
2. To assist with the planning and all record keeping and office administration.
3. Ensuring the provision of high quality childcare and appropriate play opportunities for ALL children attending club.
4. To deputise and undertake the duties of the childcare Manager, including to supervise, manage and develop a staff team. Also to have full responsibility for Playworkers, Volunteers and Students in the Managers absence.
5. To drive clubs vehicles and/or your own when applicable, in a safe, law abiding manner in relation to the drop off and collection of children to and from school, also including local trips during the holidays.

**MAIN DUTIES**

* To provide good quality and safe care for children including meeting individual needs, supervision of activities and outings, provision of refreshments and the safe collection and delivery of children as necessary in an appropriate vehicle.
* To provide good quality, creative, appropriate play opportunities in a safe child-centred environment.
* To provide support and a safe, secure environment for children with additional needs, i.e. autism, ADHD or a physical disability, after appropriate training.
* To prepare activities and assist in the holiday programme planning.
* To support the development of the scheme, including striving to achieve any necessary standards/awards.
* To administer paediatric first aid as required or requested by playworkers including contacting parents or guardians when necessary.
* To ensure that the premises and equipment are kept clean and in a safe condition.
* To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework.
* To carry out other duties as may be reasonably be required by the scope and nature of the post
* The post is subject to a Disclosure and Barring Service (DBS) check.
* **Customer Care-** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with the customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
* **DEVELOP ONESELF AND OTHERS-** To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
* **VALUING DIVERSITY-** To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Date Job Description prepared/updated November 2017**

**Job Description prepared by David Lane & Sarah Warren**