**SPRINGFIELD STAR CLUB**

**JOB DESCRIPTION**

**STAR Club Deputy Manager**

**Salary Grade: Band 4, Salary: £21,074 - £23,111 pro rata**

**Working hours: 24 hours per week, full year, 5 weeks holiday plus bank holidays**

**Shifts to be confirmed**

**Reports to: STAR Club Manager**

**Purpose:**

To be responsible for the day to day organisation of the pre and after school club, ensuring that children have a safe and caring environment where they can enjoy a range of creative and stimulating play, learning and leisure activities.

To assist the Club Manager to organise a daily routine that meets the emotional, social, physical and intellectual needs of the children, building links and working in partnership with parents, carers and professionals to promote the wellbeing of the children.

The Breakfast Club runs from 7:30 a.m. – 9.00 a.m.   
The Afterschool Club runs from 3:20 p.m. – 6:00 p.m.

**Work Context:**

To assist the Club Manager to ensure that the Club runs smoothly on a day to day basis, liaising with playworkers regarding the operation of the club.

The post holder must have experience of working with children in the 3-11-year age range, have an understanding of playwork and Safeguarding procedures.

**Job Duties:**

1. To liaise with the STAR Club Manager regarding the daily running.
2. To liaise with playworkers on a daily basis regarding decisions/plans/concerns etc.
3. To take full responsibility in the absence of the STAR Club Manager.
4. Managing and leading a team of pre and after school staff.
5. To ensure adequate on-going training opportunities for all staff.
6. To organise the educational programme.
7. To ensure the delivery of creative play opportunities in a safe and caring environment, in accordance with the EYFS curriculum.
8. To develop and maintain a good, informative working relationship with parents and carers.
9. To maintain an adequate message system with regards to medication, accident logs, collection details and general daily information.
10. To attend and lead meetings as required.
11. To show a commitment to further professional development and attend relevant courses.
12. To work within agreed policies.
13. To carry out all responsibilities and activities within an equal opportunities framework.
14. To administer First Aid as appropriate.
15. To undertake any other duties and responsibilities as directed by the STAR Club Manager or Deputy Headteacher, commensurate with the level of the role.