

JOB OUTLINE	
JOB TITLE:	Out of School Club Deputy Manager
GRADE:	Grade 5
LOCATION:	Trinity CofE/Methodist Primary School, Unity Place and Brookwood Way
RESPONSIBLE TO:	Club Manager
STAFF RESPONSIBLE FOR:	After School Club Assistants
JOB PURPOSE:	The main objectives to be achieved by the Post holder
<p>To create a stimulating, high quality play opportunities within a safe and caring environment. To be responsible for supporting the Club Manager in co-ordinating and organising:</p> <ul style="list-style-type: none"> • Planning, development and review of activities within the provision, • Leading the out of school club team, ensuring continuity of provision across two sites. • Administrative and financial/budget monitoring systems. 	
MAIN ACTIVITIES	What the Post holder will actually do What prescribed duties the post holder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post</p> <ul style="list-style-type: none"> – To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment. – To be responsible for implementing Safeguarding and Health and Safety policies and procedures. – To ensure the EYFS requirements are met. – To liaise with parents to enable the effective operation of the Club. – To lead the development of policies and procedures. – To manage Club staff and volunteers, taking responsibility for allocation of work and training and supervision – To plan and accompany children on visits, ensuring that the appropriate documentation and risk assessments are complete. – To administer basic/paediatric first aid where appropriately trained. – To assist in the specific medical/care needs of pupils when specific training has been undertaken. – To maintain registers of attendance/absence and other child records. – To undertake administrative tasks, including billing and credit control. – To undertake all clerical and financial administrative tasks for the Club, including managing petty cash, postage, banking, budget reconciliation. – To undertake budget planning and monitoring for the Club, and provide regular budget reports to school management. – To assist in Club marketing and promotion. – Contributing to the planning, development and delivery of the Club. – Deputise for the Club Manager duties in their absence. 	

<ul style="list-style-type: none"> – Maintaining stock and ordering supplies, including the processing of orders, checking of deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock. – To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis. – To ensure confidentiality is maintained where appropriate. 	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
Agreed by: Jill Wright (Headteacher)	

Employee Specification Form

Out of School Club Deputy Manager

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
Maths and English GCSE or equivalent	E	AF
Relevant Childcare Qualification or equivalent	E	AF
Experience		
Experience of working with or caring for children of relevant age	E	AF/INT/REF
Experience of undertaking administrative tasks	E	AF/INT/REF
Experience of undertaking financial duties	D	AF/INT/REF
Experience of managing staff	E	AF/INT/REF
Knowledge/skills/abilities		
Ability to relate well to children	E	AF/INT/REF
Ability to keep records and undertake necessary administration	E	AF/INT/
Ability to work as part of a team	E	AF/INT/REF
Ability to manage resources within the Club budget	E	AF/INT
Ability to monitor budgets and produce statistical reports	D	
Good communication skills (oral and written)	E	AF/INT
Good numeracy and literacy skills	E	AF/INT
Ability to maintain confidentiality	E	AF/INT
Basic knowledge of Paediatric First Aid	E	AF/INT
Ability to make effective use of ICT (e.g. Word, Excel)	E	AF/INT
Flexible attitude to work	E	AF/INT
Knowledge of safeguarding requirements	D	AF/INT
Knowledge of Early Years Foundation Stage	D	AF/INT
Other		
Commitment to Equality and Diversity	E	AF/INT
Commitment to Health and Safety	E	AF/INT
Satisfactory attendance record/commitment to regular attendance at work	E	AF/INT
Special Requirements		