

**Deputy Club Mananager (Wixams Tree Primary)**

**Role Summary**

This role provides the supervision and delivery of the breakfast club and afterschool at Wixams Tree Primary Academy.

The role requires a creative approach to the delivery of structured learning play, strong early years knowledge, business sense, good administrative and organisational skills, outstanding people skills.

**Time Commitment**

A term time contract of 27.5 hours per week.

Term Time: Monday to Friday 3pm to 6.30pm + 2 hours per day

The role holder will be expected to be flexible in this new role.

**Reports to:** School Club Manager

# **Programme Development**

* Assistance with the development of an afterschool brand for the primary schools. To include a breakfast club and after school club.
* Assist the School Club Manager to ensure the service offering is creative, has clear play and learning objectives and meets the standards of the Knowledge Schools Trust meeting our knowledge rich ethos.
* Assist the School Club Manager to ensure the programme is creative, fresh and appealing to pupils and parents.
* Plan the structure and delivery of the activities of the afterschool club and breakfast club.
* In the absence of the School Club Manager, the role holder will be solely responsible for the tasks.

**Program Delivery**

* Manage the day-to-day delivery of the after-school provision at Wixam Tree Primary Academy
* Ensure that all necessary resources for all sites are procured and provided in a timely matter.
* Ensure the staff are always wearing Club uniform.
* Ensure that the provision meets the standards of safeguarding required by the Schools.
* Be present and lead the activities at the after school Club
* Support the Playworkers to manage pupil discipline and conduct during programme activities.

**In the absence of the School Club Manager**

* Ensure that the correct levels of staffing are adhered to at all times.
* Ensure that the school staff are informed of afterschool activities and where appropriate consulted.
* Ensure the delivery of management information to the management of the Trust and Schools in a timely fashion e.g. registration details.
* Promote the service to parents meeting with them when appropriate.
* Ensure that the service is properly promoted through online media and the provision of posters and leaflets.

# **Managing Staffing**

* Assist in the recruitment of appropriate Playworkers who meet the requirements of the school, where necessary.
* Support the School Club Manager with the management and performance appraisal of the Playworkers.
* Liaise with the School Club Manager over all staffing matters.
* Manage the weekly rota of playworkers, responding to staff absence.

# **Person Specification**

* Specific qualifications are not a prerequisite of the job, but the post-holder will be expected to have:
* Level 2 or 3 in Play work, Childcare, or equivalent qualification or be willing to undergo training.
* Some experience of working with children.
* People management experience
* Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
* A basic awareness of health and safety practices.
* Understanding relevant administration procedures including children registration requirements.
* Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.
* A knowledge of basic record keeping and filing.

# **Aptitudes**To demonstrate the ability to:

* Work as part of a team, sharing working knowledge and skills
* Develop a range of play/learning related skills
* Work flexibility, able to rearrange work plans in relating to changing priorities
* Interact sensitively with other workers, children and parents
* Listen to understand the needs, aspirations and problem children
* Able to quickly assimilate new procedures and working methods
* Administer first aid and understand first line child protection with training

You will need to be patient, firm but fair and have a calm approach. Playworkers need good communication skills at all levels in order to build relationships with children, parents and other members of school staff.

**Additional Requirements**

* Completion of Safeguarding and KCSiE training certificates
* Adhere to the School and Trust’s Safeguarding Policies.
* Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
* Adhere to policies as set out in the governors and staff handbook
* Comply with the Data Protection Act/ GDPR
* Undertake other reasonable duties related to the job purpose required from time to time.

**Review and Amendment**

This role outline is not definitive and will be subject to regular review and should be seen as enabling rather than restrictive. Other reasonable requests for support may be made by your line manager.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed: .................................................... Date: .................................................

Signed: .................................................... On behalf of KSTE