



### Staff Vacancy Details

**Out of School Club Deputy Manager:** 4.25 hrs per day (7.15am to 8.30am and 3pm to 6pm)  
21.25 hrs a week Term Time Only

**Location:** Warmingham CE Primary School, School Lane, Warmingham, Sandbach, CW11 3QN

**School:** Warmingham CE Primary School  
**Head Teacher:** Kate Appleby  
**Address:** School Lane, Warmingham, Sandbach, CW11 3QN  
**Telephone Number:** 01270 526260

**School Website Address:** <http://www.warminghamce.cheshire.sch.uk/>

**Position Advertised:** Out of School Club Deputy Manager

**Salary:** £12.85 per hour

**Closing Date for Applications:** 27<sup>th</sup> November 2024 by 9 am

**Applications to be obtained from:** <http://www.rcsat.cheshire.sch.uk/page/vacancies/36322>

**Applications to be returned to:** [resources@RCSAT.cheshire.sch.uk](mailto:resources@RCSAT.cheshire.sch.uk)  
RSCAT Head Office, C/o Bunbury Aldersey CE Primary School,  
School Lane, Bunbury, Cheshire, CW6 9NR

Warmingham C of E Primary School are excited to be recruiting a team to manage our new Wraparound Care provision commencing on the 6<sup>th</sup> January 2025.

Vacancies are available for a deputy manager and a practitioner.

You will work as effective members of our team delivering a high quality, inclusive play and care-centred service that meets the needs of children and their families in line with the club's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

For more detailed information of the expectations, roles and responsibilities of our Deputy Manager at Warmingham CE Primary School please refer to the person specification and job description attached.

Warmingham CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. There is a strong Christian ethos and solid links exist between the school, Church and the community. The offer of employment is subject to satisfactory References, Health, Right to Work in the UK, an enhanced DBS check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009.

Shortlisted applicants will be invited into to school for short interview.



## **JOB DESCRIPTION**

### **OUT OF SCHOOL CLUB DEPUTY MANAGER**

<b>POST:</b>	Out of School Club Deputy Manager
<b>SCHOOL:</b>	Warmingham C of E Primary School
<b>HOURS:</b>	5 days per week, 4.25 hours per day, 7.15am-8.30am and 3pm-6pm
<b>PAY:</b>	£12.85 per hour
<b>ACCOUNTABLE TO:</b>	The Principal and Governing Body

**JOB PURPOSE:** To be responsible for the development and daily management of the wraparound care at Warmingham C of E Primary School, providing a safe and caring environment in line with Ofsted, the relevant national standards and guidance, where children can enjoy a range of enriched play, learning and leisure activities, guided by our Christian values.

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. – 8:30 a.m.

The Afterschool Club runs from 3:15 p.m. – 6:00 p.m.

Job Purpose:

- To undertake the daily management, supervising staff and rotas, participate in their appointment, ensure appropriate induction and training to ensure they are aware of their duties, maintain high standards throughout, ensure the health, safeguarding and welfare of the children and implement activities in line with relevant national standards and guidance, including updating training.
- To plan and develop appropriate activities to ensure that relevant national standards and guidance are met at all times
- Lead in suitably equipping the Club in order to support children's physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds.
- To develop and regular review a set of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the Club.
- To be responsible for the preparation required for an inspection of the Club, e.g. OFSTED, and action any recommendations that may result from the inspection.
- To develop, implement and monitor an Operational Plan, explaining how the setting runs and how the resources are used to meet the needs of the children.
- To oversee administration and financial procedures, record keeping, ordering and invoicing in accordance with club systems. To keep up to date, and ensure the Club complies, with relevant new legislation, procedures and requirements, including hygiene and health and safety regulations.



- To market the Club both internally and externally, monitor the number of places being used and how the resources (staff, premises and equipment) are utilised to ensure that the Club is sustainable and runs in the most efficient and effective manner
- To be responsible for the management of day-to-day financial operations within the nursery, by meeting financial targets and managing the occupancy ensuring maximum capacity.
- To manage a staff team effectively.
- To agree and set goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.
- To identify any potential child protection issues related to specific children or the overall running of the Club, liaising with the school's Designated Safeguarding Lead (DSL) and other professional as appropriate in order to safeguard and promote the welfare of children.
- To develop and maintain good communication with all staff, governing body, parents and with the wider community.
- Work within the margins of confidentially respecting information pertaining to children, parents and staff.

#### **Work Context:**

The Deputy Manager has the responsibility of ensuring that the Club runs smoothly and that the staff will be directed in an organised and consistent way; this may include stepping in to cover absence on either site.

The safe and happy play environment of the Club depends on the management skills of the Deputy Manager. The Deputy Manager will be expected to direct and supervise the Club staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of and liaise with Senior Leaders .

The post holder must have an extensive understanding of the relevant national standards and guidance for Extended School Provision. An awareness of child protection issues and procedures is essential.

The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to professionals, parents and other stakeholders.

Main Duties & Responsibilities:

#### **Delivering Provision:**

- To lead the day to day management and organisation of the Club.
- Work alongside whilst leading and motivating staff to deliver and provide quality care play opportunities and development activities in a nurturing and safe environment.
- Assist with the setting up and clearing away of Club equipment.
- Liaise with the schools regarding the needs of the children who attend the Club
- To liaise with the parents and professional organisations to encourage involvement and support for the Club.

#### **Management & Administration:**

Uphold, implement and regularly review all policies and procedures.



- Maintain all records relating to the management of the Club ensuring confidentiality and data protection; such as registers, bookings and online invoicing.
- Take responsibility for the Health & Safety, accident prevention and safeguarding of children and staff.
- Take on the role of Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded.
- Liaise with the School Business Manager regarding staffing, ordering resources and rigid financial control, ensuring the Club remains within budget.
- Purchase and monitor food and other related supplies.
- Be responsible for the staffing and staff attendance for the Club.
- Effectively manage the occupancy levels of the Club: managing the waiting list and offering places. Promoting and marketing to maintain effective occupancy.
- Develop professional working relationships with the school, parents and all relevant professionals authorities.
- Monitor and evaluate and constantly improve the quality of the service.
- To ensure that professional standards of food hygiene are maintained with preparation of breakfast and light tea; including completion of the appropriate risk assessments and record keeping for hazards and accidents.
- To be accountable for staffing within the club ensuring that appropriate ratios of qualified to unqualified staff and children to staff are maintained.
- Take responsibility for personal professional development, including attending any relevant meetings to keep abreast of all current practices relating to extended child care.
- To carry out other duties which enhance and promote the effective running of the Club, including regular meetings with the School Business Manager.

### JOB SPECIFICATION

**POST: Out of School Club Deputy Manager**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Paediatric First Aid Qualification;  Completion of Safeguarding Awareness Course	Completion of a full and relevant early years and childcare or playwork qualification at Level 3 (e.g. NVQ Level 3 in Play work) or working towards completion	Certification
Experience		Previous experience of Play work with children aged 4-11 in a voluntary or paid capacity	Applications/Interview
Job Related Knowledge	Knowledge of the Early Years Foundation Stage and the Play work Principles	Willingness to undertake job related training including a First Aid qualification	Interview



	Interest in the care, learning and development of young children		
Skills & Aptitudes		<p>Ability to work as part of a small team</p> <p>Ability to work with children in a calm manner</p> <p>Willingness to undertake training</p> <p>A positive approach to inclusive practice, with children, parents/carers and colleagues.</p> <p>Ability to use own initiative</p> <p>Remain calm in an emergency</p> <p>Good organisational and planning skills</p> <p>Excellent communications skills, with children, colleagues, advisors and parents/carers.</p>	Interview
Other Requirements	Flexibility/adaptability	<p>Positive attitude</p> <p>Patience, punctuality, reliability and trustworthiness</p> <p>Enjoys working with children</p> <p>Team player</p>	Interview