

Job Description: Wrap Around Care Deputy Manager

Title:	Wrap Around Care Deputy Manager
Accountability:	The post-holder will be line managed by the Wrap Around Care Manager The post-holder will be accountable to the School Business Manager
Responsibility:	The Deputy Manager will be responsible for supporting the Manager with managing the setting, including directing staff and ensuring the welfare of the children attending
Location:	Ridgeway Primary School
Hours:	7.15am – 08:45am - Monday to Friday term time 2.30pm – 6:30pm - Monday to Friday term time Plus one additional hour per week from 08:45 – 09:45 (day TBA)
Contact Type:	Permanent
Salary:	NJC Grade 5 (Points 13-15)

Purpose of the job:

To support the Wrap Around Care Manager with leading the day to day organisation of the Wrap Around Care provision at Ridgeway Primary School, providing high standards of care and play opportunities for children between the ages of 4- 11 years old, in a safe and secure environment.

Main Duties and Responsibilities:

Delivering the Wrap Around Care Provision (Before and After School Clubs)

1. To support the Manager with the leadership and development of the day-to-day management and organisation of the Wrap Around Care provision.
2. To supervise and motivate a team of Play Workers to deliver high quality creative play opportunities in a safe and caring environment, directing the work of staff to ensure an effective service.
3. Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
4. To plan, and supervise the delivery of, play activities to ensure varied and exciting play opportunities are provided on a daily basis.
5. To creatively plan for ways to develop new play opportunities to enhance the service, liaising with the Manager about how plans will impact resources, the service budget and staff.
6. To build effective relationships with all children and their families and to support the manager with day-to-day communications with families, including reporting behaviour and/or health and safety incidents etc.
7. Liaise with other school staff (including class teachers, teaching assistants, the SENCO) with regard to the needs of the children who attend the club.
8. To support the manager with day-to-day communications with families to encourage their involvement and support of the Before and After School Club.
9. To support the manager with the distribution of staff across the service to ensure suitable

staff-to-child ratios, moving staff and stepping in to support as required (e.g. in the event of staff absence).

Management and Administration

8. Uphold and implement all policies and procedures relating to the Wrap Around Care provision.
9. Maintain all records relating to the management of the group, ensuring confidentiality and data protection of the children and their families in order to be compliant with GDPR.
10. To ensure accurate day to day administration and record keeping, including (but not limited to) records of attendance, health and safety and food hygiene.
11. Develop professional working relationships with the school, all relevant professionals and authorities, including the local authority and OFSTED.
12. Work in partnership with the school to provide the Wrap Around Care Provision.
13. Maintaining working relationships with other site users (particularly the Business Manager, Headship Team and site manager/caretakers)
14. To ensure risk assessments and procedures are followed at all times, so that high standards of safety and hygiene are maintained throughout the Wrap Around Care service.
15. Have due regard for safeguarding and promoting the welfare of children and follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy.
16. To supervise staff and ensure that all staff work within the policies, guidance and procedures of the schools' policies.
17. To carry out any other duties which will be seen to enhance the work of the Wrap Around Care service.

Staff

18. To support the manager with the day-to-day organisation and logistics of the Wrap Around Care service, including setting, and ensuring staff adhere to, rotas and timetables.
19. Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending any relevant meetings to keep
 - a. abreast of all current issues relating to providing this service.

Key Accountabilities and Result Areas:	Key Elements:
Green Statement	This will involve: ▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	This will involve: ▪ To be aware of the school's and council's responsibilities under the General Data Protection Regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. ▪ To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	This will involve: ▪ You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	This will involve: ▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	This will involve: ▪ Able to demonstrate a commitment to the council's Customer Care Policy.
Health and Safety	This will involve: ▪ Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team	This will involve: ▪ To liaise with Office Staff regarding Attendance Logs and queries from parents. ▪ To communicate effectively with the Headteacher and/or Senior Leadership team regarding any complaints or issues raised by parents and/or staff in relation to ASC issues. ▪ To participate in training to be able to demonstrate competence. ▪ To participate in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the School service ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on School policies and interventions
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PERSON SPECIFICATION: Wrap Around Care Deputy Manager

Candidates will be asked to describe their experience, knowledge and skills under the areas outlined in the candidate specifications if shortlisted for interview:

Experience	• At least 3 years' experience of working in a play, childcare, extended services, or school setting. • Planning and delivering creative play opportunities. • Introducing and implementing change – an example where you have shown initiative and followed through to delivery. • Involving children in shaping services and making decisions – responding to their views. • Working in partnership with other colleagues/ agencies.	Essential
	• Experience of deputising, or acting in a management role, in a play, childcare, extended services, or school setting. • Supervision of staff and effective day-to-day management.	Desirable
Qualifications/Training	• Minimum required is a level 3 qualification in childcare or playwork or other relevant professional qualification. • Evidence of continuing professional development in childcare, play and out of schools services First Aid qualification	Essential
	• Food Hygiene qualification/training.	Desirable
Knowledge/Skills	• Ability to lead a small team and work as part of a multi-disciplinary team • Knowledge and understanding of children's age and stage of development. • Knowledge and understanding of safeguarding children • Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations. • Ability to work flexibly and have an open and flexible attitude. • Excellent communication and interaction skills (written and oral) with children and adults and the ability to communicate with diverse audiences. • Ability to create an inspirational and stimulating child-centred play and care environment.	Essential
Equal Opportunities	• Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children.	Essential
Continuing Professional Development	• Willingness to undertake additional training / staff development as appropriate. • Ability to reflect on your own professional practice.	Essential
Safeguarding of children	• To work in a way which promotes the safety and well-being of children.	Essential

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 1986)