Stony BizKids Out of School Club

Deputy Manager

Breakfast Club - 7.15am-8.45am (7.5 hours) 5 days per week, 38 weeks per year (term time)
After School Club – 2.30pm-6.15pm (18.75 hours) 5 days per week, 38 weeks per year (term time)

Various shifts available as overtime in the school holidays, including the first 2 full weeks in August
Salary: £20,800 FTE (actual: £9,975 + overtime for holiday shifts)

Job summary:
• Assist with day to day activities of the club
• Responsible for the club’s team in the absence of the manager
• Provide quality care within the framework of the club’s policies and procedures

Line manager: Club Manager

Working relationships:
• Children attending the club and their parents/carers
• Staff, including students and volunteers
• Schools and registering authorities

We are looking for someone who:
• Will uphold our strong ethos; embracing an environment that is friendly, open and engaging.
• Will inspire play with young children and give them the very best start and end to their day.
• Is kind, funny, caring and fair.
• Will expect the highest of standards of themselves, our staff and children.
• Will contribute significantly to the safeguarding of our children.

Main duties include:
• Assist with planning, preparing and delivering quality play and skills development opportunities within a safe and caring environment.
• Be responsible for the management of the club’s team in the absence of the manager.
• Assisting with comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
• Setting up the activities space including moving furniture and play equipment.
• Supervising mealtimes and snack times and ensuring that hygiene, health and safety standards are met.
• Administering first aid when necessary.
• Consulting with children and involving them in planning activities, which are suitable for all children.
• Helping with club administration, where necessary.
• Developing strong relationships with the children and encouraging parental involvement in the club.
• Facilitating good communication with all members of the organisation, parents, and schools.
• Undertaking appropriate and relevant training.
• Keeping the work environment healthy, safe and secure.
• Organise, maintain and clean play equipment ensuring safe storage
• Working within the framework of the club’s policies and procedures (available at www.stonybizkids.com).
Person specification

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<th>Essential qualities</th>
<th>Desirable qualities</th>
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<td>• Experience in play work, positive play, first aid and behaviour management (4 to 12 year olds)</td>
<td>• Appropriate child protection training</td>
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<td>• Friendly disposition with empathy for individual children’s needs and the needs of their families</td>
<td>• Current Paediatric First Aid Certificate</td>
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<td>• Understanding the issues involved in the delivery of quality care</td>
<td>• Food Hygiene Certificate</td>
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<td>• Holding a Level 3 qualification in play work, childcare or equivalent or willingness to work towards this</td>
<td>• You will be required to adapt your skills to working with children of a variety of ages, backgrounds, and abilities whilst catering for their individual needs</td>
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<td>• Enthusiastic individuals with an interest in communication, cookery, arts, science or design and technology</td>
<td>• Experience of working within a play-based setting</td>
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<td>• Understanding the issues of equal opportunities</td>
<td>• Experience of administration</td>
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<td>• Provide and facilitate safe and creative activities</td>
<td>• Competent in using IT to support play and club administration</td>
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<td>• Good interpersonal skills and excellent communication</td>
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<td>• Experience in leading and managing a team or group</td>
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<td>• Hardworking, flexible with a positive attitude and a sense of humour</td>
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<td>• Sound judgement and common sense</td>
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<td>• Ability to work on own initiative</td>
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<td>• Sufficient understanding and use of English to ensure the well-being of the children*</td>
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Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017

The successful candidate will benefit from access to CPD training, childcare vouchers and a free child place.

To apply, please download an application pack available at www.stonybizkids.com/jobs complete the form in full and return by email to info@stonybizkids.co.uk by the closing date. Alternatively, completed application forms can be posted to Becky Piper, Stony BizKids Out of School Club c/o 85 Boundary Crescent, Stony Stratford, Milton Keynes, MK11 1DH.

Closing date: Monday 8th July 2019

Commitment to Safeguarding

Stony BizKids After School Club is committed to safeguarding children as detailed in our policies and procedures for child protection and security. Any interviews will include questions about safeguarding children.

Essential criteria of the person specification must be met in full and candidates will be expected to explain and demonstrate how they meet these criteria during the selection process. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up with shortlisted candidates at interview.

Current and previous employers will be contacted as part of the pre-appointment check if the applicant is shortlisted. Applicants will also require a criminal record check via the Disclosure and Barring Service (DBS) in England.