

Job Description

Job Details	
School Name	ST Mary's RC Primary School (Horwich)
Job Title	Deputy Out of School Club Manager
Grade	Grade D
Primary Purpose of Job	To manage the operation of the Out of School and Holiday Club services for nursery and school age children, under the direction of the Line Manager or a designated member of the Senior Leadership Team and the Head Teacher.
Responsible to	Head Teacher
Responsible for	OOSC Staff
Principal Responsibilities	To manage the operation of the day to day running of club in accordance with the agreed policies and good practice and comply fully with Ofsted requirements. To manage the day to day supervision of staff, administration and operational planning. To ensure the provision of high quality childcare and appropriate play opportunities for all children attending club. To liaise with a member of the SLT and where appropriate the Head teacher to ensure smooth running of the setting in terms of planning, procedures, staffing, resources and professional development. To liaise with parents and other external agencies.

Main Duties	
1.	To provide good quality and safe care for children including meeting individual needs, supervision of activities, provision of refreshments and the safe collection of children as necessary.
2.	To ensure that the club provision reflects the overall philosophy of the school.
3.	To carry out day to day administration, record keeping, ordering and purchasing of materials and equipment, with regards to school finance policy.
4.	To help distribute breakfast and healthy snacks to the children, along with planning menus.
5.	To provide and assist in the planning of good quality, creative, appropriate play opportunities in a safe child-centred environment.
6.	To provide support and a safe, secure environment for children with additional needs, i.e. autism, ADHD or a physical disability, after appropriate training.
7.	To support the development of the club, including striving to achieve any necessary standards and awards.
8.	To administer first aid as requested, after appropriate training.
9.	To ensure that the premises and equipment are kept clean and in a safe condition. Also ensuring that these checks are evidenced weekly.

Main Duties	
10.	To carry out risk assessments for environment and any relevant activities.
11.	To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework.
12.	To liaise with the school office with regards to registers, fees and money collection.
13.	To lead by example by having positive working relationships with parents.
14.	To participate in the school performance management cycle and attend any training relevant to the post.
15.	To work closely with members of the school's staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club.
16.	To work flexibly including early mornings (7.15 – 9.00) and afternoons (3.00 – 6.00)
17.	To manage the staffing rota and provide cover if needed.
18.	To undertake any necessary safeguarding training.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 October 2018



Person Specification

Job Details	
School Name	ST Mary's RC Primary School (Horwich)
Job Title	Deputy Out of School Club Manager
Grade	Grade 4

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge	Method of Assessment
1. Understanding of child development and the importance of play.	Application Form / Interview
2. Ability to provide and facilitate appropriate and creative play and care activities in a safe and stimulating environment.	Application Form / Interview
3. Understanding of good quality childcare and how to care for children in a sensitive and responsible way.	Application Form / Interview
4. Deal with difficult situations in a confident and responsible manner, in line with School policies.	Application Form / Interview
5. Ability to respond to and meet children's individual needs and rights and build appropriate relationships with them and their carers'.	Application Form / Interview
6. Accurately record and process information.	Application Form / Interview
7. Organisational skills.	Application Form / Interview
8. Communication skills. Understanding of methods of communication verbally and in writing communicate in a clear and concise way both with children and adults.	Application Form / Interview
9. Work on your own initiative.	Application Form / Interview
10. Awareness of health and safety at work.	Application Form / Interview
11. Understanding of and the ability to meet the needs of a multicultural community	Application Form / Interview
12. Understanding of and the ability to work with children with SEN or disabilities.	Application Form / Interview
13. Awareness of safeguarding principles and safe working practices.	Application Form / Interview
14. Displays commitment to the protection and safeguarding of children and young people.	Application Form / Interview

Skills and Knowledge		Method of Assessment
15.	Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedures.	Application Form / Interview
16.	Competencies Please note the school's competencies and school vision, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	To have some experience of leading a child care setting.	Application Form / Interview
2.	Experience of working with children and young people in a play environment.	Application Form / Interview
3.	GCSE Mathematics and English Grades 9-4 (A-C) or equivalent.	Application Form / Certificate
4.	NVQ Level 2 in Childcare or equivalent.	Application Form / Certificate

Work Related Circumstances		Method of Assessment
1.	Willingness to undertake appropriate training.	Interview
2.	Willingness to work flexible hours and attend related meetings.	Application Form / Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.		Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	NVQ Level 3 in Childcare or equivalent	Application Form / Certificate

Version Control	
Person Specification prepared by:	School's HR
Person Specification updated:	01 October 2018

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.



St Mary's Vision

Striving to be the best we can be

A school where Christ's Gospel values are at the centre and children are at the heart of everything we do

Inclusive for all and valuing our local community and environment

Nurturing, safeguarding and cherishing our young people because

Together we grow and learn as a family every day.

Making learning exciting and fun and creating forever memories rooted in happiness

Achieving our ambitions by dreaming the unimaginable

Resilient, curious, independent learners with a Growth Mindset attitude

Yearning to make a difference in today and tomorrow's world

Sending all our family members home with a smile.