

**JOB TYPE:** Part-time Permanent

**HOURS:** From 15 Hours/Week

**PAY:** From £12.55/Hour to £14.15/ Hour

**Location:** All Saints' Church Primary School Putney Common, London SW15 1HL

## ABOUT THE PLAY PROFESSIONALS

The Play Professionals is a dynamic local charity providing a full programme of educational and recreational activities for children aged 3-11 years, which the children and staff design together.

Our staff work in partnership with primary schools, families, and the wider local community to ensure that children are offered the best possible experience during their time with us and that all those involved in delivering the service work in a professionally supportive environment where professional development is actively encouraged. The Play Professionals staff make it all work!

The Play Professionals expects the best from their staff and volunteers and provides some of the best working conditions to be found in the sector including standard monthly pay, subsidised places for own children, social events, stakeholder pension, time off in lieu arrangements, paid sick and compassionate leave and holiday time rotas that ensure a good work-life balance.

Training is provided from the outset to support all staff.

To find out more about The Play Professionals locations and the current activities programmes please see our website [playp.org.uk](http://playp.org.uk)

## JOB DESCRIPTION

**The Deputy Club Manager** will work closely with the Manager in every aspect of managing the out-of-school provision, including administration (registers etc) and keeping records of petty cash purchases so that they can become the Person In Charge in the event of the manager's absence.

The Deputy Club Manager will assist the Manager in overseeing the running of daily activities, ensuring that children are safe and happy during their visit. They will assist in maintaining the centre according to the prevailing legislation and meet Ofsted standards and will work with The Play Professionals and the school to promote the welfare of children.

### Main responsibilities

As a Deputy Club Manager, you will:

- Be organised and efficient.

- Assist, as part of a team, in the running of the daily routine and the activities programmes, ensuring that children are safe and happy during their visit and that the service is fully advertised to children, families and within the school itself.
- Ensure that the charity's Child Protection and Safeguarding policies and procedures are promoted within the Centre and adhered to by all members of staff.
- In the absence of the Manager:
- Step up and be the local person in charge, responsible for seeing that the after-school service is run in accordance with current legislation, meets Ofsted inspection standards of 'good' or 'outstanding' and provides a high-quality service to children and families.
- Work closely with the teams at Head Office to identify resource needs, plan programmes, advertise the project within the community and implement policies.
- Work closely with the Business Team to ensure that every penny counts for children and that money is not wasted in unnecessary administration or lost in theft, fraud or payment default.
- Be responsible and able to manage a budget for your service and the breakfast club (if applicable) and account for expenditures.
- Work closely with the Human Resources Team to ensure that paid and unpaid staff are managed in a professional manner and that teamwork is positively encouraged by holding regular staff meetings. You will expect the highest professional standards of all staff and will achieve this by setting a consistent, professional but friendly example and taking early action to reward excellence or tackle unsatisfactory performance.
- Be responsible for producing and submitting electronic and other records of attendance and collating simple monitoring information. You are expected to complete routine tasks and submit information according to deadlines without the need for reminders.
- Attend regular Manager meetings and briefings and ensure your own professional development is ongoing and pertinent.
- Carry out any other duties that could reasonably be considered to be within the remit of the Deputy Club Manager.

## Benefits

Pay	<ul style="list-style-type: none"> <li>• From £12.55 per hour to £14.15</li> <li>• Salaries are paid on the last Friday of every month in arrears</li> </ul>
Other Benefits	<ul style="list-style-type: none"> <li>• Subsidised places: Your own children aged 3-11 may attend The Play Professionals services and holiday schemes at subsidised staff rates</li> <li>• Work pension scheme</li> <li>• Paid holiday 28 days per year, pro rata including bank holidays and 5 Inset days*</li> <li>• Paid sickness or compassionate leave 10 days per year, pro rata* after successful completion of probation</li> <li>• Excellent training opportunities</li> <li>• Good promotion prospects</li> <li>• Professional, supportive work environment</li> <li>• Opportunity to work overtime at holiday playschemes or through special projects</li> </ul> <p>*Entitlement is shown at all year-round levels and is pro rata to individual contracts</p>
Hours of work	<ul style="list-style-type: none"> <li>• From 3 pm to 6 pm every weekday during term time and from 1.30 pm to 3 pm on alternate Fridays (to attend Manager meetings).</li> </ul>

	<ul style="list-style-type: none"> <li>Contract hours are annualised, and the year runs from January to December.</li> </ul>
Place of work	<ul style="list-style-type: none"> <li>Staff may be required to attend any The Play Professionals branch or Head Office.</li> <li>Flexible movement is required for the smooth running of the business and to ensure the safety of children, which means staff may be required to work at any of our registered sites.</li> </ul>

### Person Specification

The Deputy Club Manager will be a confident, playful individual with high integrity who is gaining management experience to either become a manager themselves or who simply enjoys a role supporting the permanent manager and holding the fort if the manager is absent. They strive for high personal and professional standards and are able to work well using their own initiative as well as being part of the established team.

The Deputy will face daily challenges and must be capable of responding promptly and appropriately including keeping good records. They successfully balance the needs of the children in their care, the professional needs of their staff and themselves within the framework and financial constraints of the organisation and the national legal frameworks that are applied to this field. They will be well prepared and able to take on temporary charge of the site.

The Deputy Club Manager will be punctual, reliable and qualified. They will be committed to their own professional development, to the aims of the charity, to working with children and enjoy being part of a professional team.

### Essential Skills

- An NVQ level 3 in Playwork; Childcare and Education; Health and Social Care; NNEB; BTEC or any other relevant qualification.
- Minimum of 18 months experience, paid or voluntary, in a relevant setting
- Awareness of Ofsted regulations for childcarers
- Current Paediatric First Aid Certificate or be able to train in own time within 3 months
- Current Food Hygiene Certificate or be able to train in own time within 3 months
- Current Health and Safety Certificate or be able to train in own time within 3 months
- Current Safeguarding Children (Child Protection certificate) or be able to train in own time within 3 months
- Proven high professional standards
- Proven ability to organise and facilitate a programme of activities
- Good written and verbal communication skills in English
- Good numeracy and problem-solving skills

### Desirable Skills

- An understanding of issues facing inner-city children
- Evidence of working within a child protection culture

- Evidence of promoting child welfare and safety
- Understanding and commitment to child welfare and safety
- Knowledge of child protection procedures

### Planning, Management and Administration duties

The Deputy Manager may be required to undertake additional duties (shopping, reporting, attending meetings), outside of the normal working hours to cover the absence of the permanent manager.

The Play Professionals is an equal opportunities employer.

## BEFORE APPLYING FOR THE POSITION

Please read the following before making an application.

### Criminal Convictions and 'Spent' Convictions

Because we work with children, The Play Professionals is exempt from the conditions of the Rehabilitation of Offenders Act 1974 and subsequent amendments. This means that you must disclose any criminal convictions, and police cautions, even those which are considered 'spent' under the Act.

**This position is subject to an Enhanced Disclosure (DBS).**

**The Play Professionals will not consider applications from people with convictions for any violent or sexual crimes.**

**If you think that a conviction may affect your chances when applying for work at The Play Professionals, please contact us for a copy of our recruitment policy, which gives details of how we treat different convictions and cautions about recruitment.**

Please make sure that you understand the hours of work and rate of pay before applying.

The After School Club Manager works 20 hours a week during term time only. If you are in receipt of benefits, or child tax credits and/or have been recently unemployed, check with your local centre/agency for advice on how this employment will affect you.

### To apply for the position:

Please complete an application form and return it to The Play Professionals:

Email: [hr@playp.org.uk](mailto:hr@playp.org.uk)

Or

Post: The Play Professionals Human Resources, Richard Atkins School, New Park Road, Brixton Hill, London SW2 4JP

It is not the policy of The Play Professionals to contact those applicants who have not been invited for an interview, so if you have not heard from us after the short-listing date, you should assume that, on this occasion, your application has not been successful. If you want confirmation that we have received your application, please send a stamped address envelope with your application, or ask for confirmation in your email.