

ASPIRE CHILDCARE PROJECT

DEPUTY CENTRE MANAGER JOB DESCRIPTION

Responsible to: Centre Manager /Senior Manager

Summary: *To aid in the development, organisation and provision of a diverse programme of activities to meet the social, physical, cultural and educational needs of children and young people within the project.*

The post holder will be expected to work alongside the Centre Manager to coordinate and provide a diverse programme of social and educational activities for children aged 4-11 years, based within a school setting.

The Deputy Manager will be expected to deputise in the absence of the Centre Manager. This will involve deployment and responsibility for human and physical resources. The post holder will monitor and evaluate the programme of delivery.

The post holder will be the secondary nominated person with regards to Safeguarding.

Aspire Childcare Project works within the spirit and provision of the standards identified, for after school club registration as laid down by OFSTED. The post holder will ensure that the club complies with those standards.

Main Duties

1. To support in the management of a playwork staff team. To have responsibility for the delivery of a term time after-school club based in a school, and delivery of a full day play-scheme during school holidays (when required). To have responsibility for the premises and processes within the project and to effectively manage human and physical resources as directed by the Centre Manager.
2. Ensure the activities are developed in line with the Project Development Plan, and to support the raising of children's achievement through the provision of safe, stimulating activities including study and extended school programmes.
3. To organise and deliver a range suitable children's activities in relation to the Playwork Value and Principles. These will include some or all of the following, Arts and Crafts, Sports and Games, Information Technology, Music and Drama.

4. To regularly review and update the curriculum or programme and activities available to children. To monitor and develop these plans.
5. As directed by the line manager, to attend appropriate meetings with local partners, including the school, the voluntary and community sector.
6. To be accountable to the Line Manager for the monitoring and evaluation of the Project, either electronically or in writing.
7. To ensure the efficient and effective management of any delegated budget. To undertake day-to-day administration and finance record keeping (e.g. petty cash records etc.) for the area of responsibility.
8. The post holder will be required to attend staff meetings and attend in-service training opportunities.
9. As directed by the line manager the postholder will be expected to convene team meetings and where appropriate and relevant, represent the Project at regional or local conferences.
10. To have due regard to safeguarding, and promoting the welfare of children and young people. To follow any child protection procedures adopted by Southwark Safeguarding Children Board and the London Child Protection Procedures.
11. Must undertake the duties and responsibilities of the post with due regard for the Project's Equal Opportunities Policy, the Project's Health and Safety Policy and relevant Health and Safety legislation and all other policies and procedures.
12. Comply with, and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the line manger.
13. The post holder is required to uphold the Article 12 of the UN Convention on the Rights of the Child which states the right of any child or young person to be consulted in decision making.
14. To undertake such other duties as determined by the line manager commensurate to your grade, experience and ability relating to the effective delivery of the objectives of the Project.

PERSON SPECIFICATION: **Deputy Centre Manager**

	Essential	Desirable
Qualifications & Knowledge		
The post holder will hold a minimum qualification at level 3 in Play or Childcare recognised by OFSTED	✓	
Knowledge of the range and principles underpinning play work/childcare	✓	
Knowledge of Equal Opportunities strategies in working with young people and how these can effectively address issues of race, gender, class, sexuality and disability	✓	
Knowledge of Child Protection Legislation and what it means for service delivery	✓	
Knowledge of Health & Safety relating to working with vulnerable and at risk young people and play work settings	✓	
Knowledge of quality assurance systems.	✓	

Skills & Experience – To demonstrate		
The post holder must have a minimum of 2 years experience in providing of safe and stimulating play work with children aged 4 to 11 years in a diverse urban environment.	✓	
Ability to develop and lead a staff team		✓
Ability to plan and lead on a range of children’s activities	✓	
Ability and experience to Identify, establish and maintain appropriate contacts with other agencies and local communities in order to promote the service	✓	
Ability to communicate effectively, both orally and in writing, particularly in relation to programme planning and report/letter writing	✓	

Ability to prioritise workloads where service demands may conflict.	✓	
Ability effectively use your own initiative and to work under pressure.		✓
Ability to contribute towards continuous improvement of the service.	✓	
Ability to work effectively with other managers and staff within the Project, and a broader cross section of the public, including parents/carers, local school, other professionals and the local communities.	✓	
General	✓	
Evidence to show reliability, good attendance and timekeeping.	✓	
Commitment to professional self-development, through participation in training as necessary, in order to undertake the requirements of the post.	✓	
Special Conditions Of Service:	✓	
The postholder may be required to work outside normal office hours (in the evening and at weekends as appropriate) and work flexibly to ensure service delivery.	✓	
Must undertake the duties and responsibilities of the post with due regard for the Projects' Equal Opportunities Policy, and other policies and procedures.	✓	
<ul style="list-style-type: none"> This post is exempt from the Rehabilitation of Offenders Act 1974. 	✓	
The post is subject to an enhanced CRB check		

Special Conditions of employment:

- Deputy Centre Managers must be able to work Monday to Friday (5 days) 20 hours per week for 39 weeks per year during school term time between 2.45pm & 6.45pm.
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- All start times must be achieved.
- The post holder will normally be based at one centre but will be expected to work in other play facilities as required to ensure service delivery.

- Playworkers must be physically fit and alert to supervise and take responsibility for groups of children.