

<b>Job Title:</b>	Deputy Play Leader
<b>Grade:</b>	3
<b>Responsible To:</b>	Out of Hours Manager
<b>Working Hours:</b>	Term Time: Daily - 7:30 am to 9:00 am and between 2.30pm – 6pm. Lunchtime hours could also be available.
<b>Location:</b>	Finham Primary School. Green Lane, Coventry CV3 6EJ

### Job Purpose

To assist the day to day organisation and operation of the out of hours' school club (Squirrels) ensuring provision of a safe caring and stimulating environment. The role involves providing high standards of care and play opportunities for children between the ages of 3- 11 years old in a safe and secure environment.

### Duties and Responsibilities

1. To support the day to day management and organisation of the Before and After-School Club.
2. To supervise the work of staff based at Squirrels and induct new staff members;
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 help lead and motivate a team of staff;
5. Liaise with stakeholders with regard to the needs of the children who attend the club;
6. To liaise with parents to encourage parental involvement and support of the Before and After School Club;
7. Uphold, implement and regularly review all policies and procedures of the club in partnership with the staff team and the business owners;
8. Provide administrative support in the maintenance of all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff;
9. Ensure that any money transactions are handled and documented as directed by the MAT;

10. Promoting and marketing Squirrels Childcare Services effectively to maintain and increase occupancy;
11. Monitor and evaluate the quality of the service;
12. To assist with the planning and organisation of the holiday play scheme;
13. Attend termly meetings and prepare reports for the school and MAT in the manager's absence;
14. Maintaining working relationships with other club managers and staff;
15. To ensure that adequate standards of safety and hygiene are maintained throughout the before and after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents;
16. To ensure that all staff work within the policies and guidance and procedures of the schools' policies;
17. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Squirrels Childcare Services;
18. To carry out any other duties which will be seen to enhance the work of the school's extended day services;
19. Recruitment and induction of staff is carried out in accordance with the Recruitment Policy;
20. To organise staff training to meet identified training needs;
21. Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending Before and After School Club Managers meetings to keep abreast of all current issues relating to providing Wrap around Care

Post Holders will have a commitment to Safeguarding Children, ensuring awareness of the school policy and procedures with regard to Child Protection.

All duties and responsibilities must be carried out with due regard to Finham Park Multi Academy Trust's Health and Safety Policy.

Post Holders will be accountable for carrying out all duties and responsibilities with due regard to Finham Park Multi Academy Trust's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.