**KNIGHTWOOD AFTERSCHOOL CLUB**

 **JOB DESCRIPTION**

 **JOB TITLE : DEPUTY AFTER-SCHOOL CLUB MANAGER**

**JOB SUMMARY**

**To assist in the day-to-day management and organisation of the Afterschool Club within the agreed Local Authority and inspection standards, policie’s and procedures. And to be able to manage club if Manager is unavailable.**

1. **To ensure and provide care, play opportunities and activities in a safe and secure environment with regard to the individual needs of children.**
2. **To ensure and provide full care for children, including helping with the provision of snacks**
3. **To assist in the day-to-day administration, record keeping, ordering and purchasing of equipment and resources.**
4. **To liaise with parents, school and other agencies as appropriate**
5. **To attend meetings as requested.**
6. **To be aware and implement health and safety procedures.**
7. **To assist the Manager with the planning and development of the club, in line with the committee’s requirements. And to assist with evaluating the activities.**
8. **To undertake appropriate training as required.**
9. **To have a good understanding of good quality childcare.**
10. **To have a commitment to equal opportunities.**
11. **To have the ability to provide safe, creative play.**
12. **To be able to communicate at all levels.**
13. **To be able to meet children’s individual needs.**
14. **To have the ability to use judgement and common sense**
15. **To have the ability to work as part of a team.**
16. **To be enthusiastic, well organised and be able to effectively motivate and experienced team of support staff as well as un-experienced support staff.**
17. **To be able to manage club accounts and paperwork.**
18. **To be qualified to NVG3 childcare/playwork or equivalent.**
19. **To have good interpersonal skills.**
20. **To have a flexible approach to working.**
21. **To have knowledge of Every Child Matters Agenda, EYFS and Safeguarding Regulations.**
22. **To ensure that parents, carers and other visitors are made to feel welcome at the club, and that they receive appropriate information and advice if needed. And help to develop positive relationships.**
23. **Take part in play with children.**
24. **Encourage children’s positive behaviour.**
25. **Promote positive images through play.**
26. **Respond to injuries and signs of illness.**
27. **Follow emergency procedures.**
28. **Continuously checking that the premises, fences, gates etc are secure, reporting any defects promptly to the manager.**

**PERSONAL DEVELOPMENT**

1. **TO MAINTAIN UP-TO-DATE KNOWLEDGE AND SKILLS.**
2. **TO CONTINUOUSLY SEEK AND DEVELOP SKILLS AND KNOWLEDGE IN NEW AREAS TO SUPPORT YOUR JOB ROLE.**
3. **TO ATTEND TRAINING AND DEVELOPMENT ACTIVITIES AS RECOMMENDED BY KNIGHTWOOD AFTERSCHOOL CLUB.**