

## **Job description**

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|--------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>  | <b>Wrap around care Deputy Manager / Playworker</b>                                                                 |
| <b>Hours:</b>      | 26 hours 40 mins per week term time + 3 INSET days (38.6 weeks)                                                     |
| <b>Pay Scale:</b>  | Surrey Pay 5 (£28,546-£30,581 FTE) for Deputy<br>Surrey Pay 3 (£25,133 FTE) for Playworker<br>Actual salary £17,292 |
| <b>Reports to:</b> | Club Manager, Headteacher                                                                                           |
| <b>Contract:</b>   | Permanent                                                                                                           |

## **Job Summary**

We are seeking an energetic and dedicated Deputy Manager for Wrap Around Care to join our dynamic team working term time only. Initially this role will be as Deputy for the morning sessions and Playworker in the afternoon. However, this may extend to Deputy for all sessions in the future.

The hours are Monday to Friday 7.05am - 8.45am working as Deputy Manager and 2.30pm - 6.10pm working as a Playworker.

### **Deputy Manager**

Assist the Manager in development and daily management of the club provision for children from Nursery through to year 6. Providing a safe and caring environment in line with relevant statutory guidance where children can enjoy a range of play and learning activities. Assume responsibility in the absence of the Manager.

### **Main duties**

- Support in development and daily management of the club provision, providing a safe and caring environment
- Supervising club staff under the direction of the club manager.
- Supporting the club manager in ensuring consistent cover and that the correct ratio for the number of pupils attending is provided.
- Carry out routine tasks to organise and maintain the learning environment ie organising and supervising games and activities
- Ensuring the safety and well-being of all children that attend.
- May carry out personal care routines as appropriate.
- Assist with food preparation and tidying away as required and supervise at meal times.
- May be required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).
- Enforcing and implement all club policies and procedures, the implementation of playwork principles and the EYFS statutory framework and general childcare requirements.
- Any other duties as required that are commensurate with the grade of the post
- To have regard to and comply with safeguarding policy and procedures and hold the post of DDSL.

### **Planning and Organising**

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- Support with administrative tasks in relation to the management of the club including activity planning, staff rotas and updating bookings

- Attend training as required

### Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

### Values:

- To uphold the values and behaviours of CPS. To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

As Playworker in the afternoons you will work as part of the team

### Person Specification

| Criteria                                                                                                                                   | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications and training</b>                                                                                                         |           |           |
| GCSE (or equivalent) in English and Maths, or (in the absence of a qualification) evidence of an excellent standard in both areas          | ✓         |           |
| Further qualifications relevant to the post (e.g. NVQ or specific qualifications relating to pupils' learning and development or playwork) |           | ✓         |
| Paediatric First aid qualification (training will be given)                                                                                | ✓         |           |
| Safeguarding training (training will be given)                                                                                             | ✓         |           |
| DDSL training (training will be given)                                                                                                     | ✓         |           |
| Forest school / outdoor learning training or experience                                                                                    |           | ✓         |
| Food hygiene training (training will be given)                                                                                             | ✓         |           |
| <b>Experience</b>                                                                                                                          |           |           |
| Experience of working in a school environment                                                                                              |           | ✓         |
| Experience of working with children and managing behaviour                                                                                 | ✓         |           |
| Experience of working with children with special educational needs                                                                         |           | ✓         |
| Experience of working to support children in managing their behaviour                                                                      |           | ✓         |
| <b>Knowledge, Skills and Abilities</b>                                                                                                     |           |           |
| Ability to lead and motivate a team                                                                                                        | ✓         |           |
| Ability to work on own initiative and as part of a team                                                                                    | ✓         |           |
| Willingness to undertake training                                                                                                          | ✓         |           |
| Willingness to perform intimate care tasks                                                                                                 | ✓         |           |
| Calm under pressure and good sense of humour                                                                                               | ✓         |           |
| Flexibility                                                                                                                                | ✓         |           |
| Ability to relate well to children and adults showing respect at all times                                                                 | ✓         |           |

*Candidates are asked to demonstrate their ability to meet these selection criteria in their application form, their supporting document and at the selection interview.*

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Foley Road

Claygate

Surrey KT10 0NB

t: 01372 465348 e: [office@claygate.surrey.sch.uk](mailto:office@claygate.surrey.sch.uk)