

Acorns Wraparound Care Deputy Manager Job Description

Job summary:

- Deputise for the Manager in his or her absence
- Help with day to day management of the club
- Provide play care within the framework of the club's policies and procedures

Line manager:

- Club Manager

Responsible for:

- Playworkers
- Volunteers

in the absence of Acorns Manager

Working relationships:

- Children attending the club and their parents or carers
- School staff, governors, students and volunteers
- Schools, childcare and play organisations, registering authorities

Main duties include:

- Helping the manager with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
- Providing support and supervision to playworkers and volunteers in the absence of the Manager.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, schools and childcare and play related agencies.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's and school's policies and procedures, and the Early Years Foundation Stage.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Experience of working with 4 to 11 year olds• Experience of administration• Understanding the varied needs of children and their families• Understanding the issues involved in the delivery of quality play care• Understanding the issues of equal opportunities• Provide and facilitate safe and creative play• Good communication skills• Ability to work as a team member and demonstrate leadership skills• Sound judgement and common sense• Sufficient understanding and use of English to ensure the well-being of the children*	<ul style="list-style-type: none">• Appropriate Level 3 qualification• Experience of working within a play- based setting• Experience of budgeting• Competent in using IT to support play and club administration• Ability to work on own initiative• Appropriate child protection training• Current 12-hour Paediatric First Aid Certificate• Food Hygiene Certificate

Para 3.33 of the Statutory Framework for the Early Years Foundation Stage 2024