

GLF Schools - Job Description

Job Title	Deputy Manager B/C & ASC	Job Reference	DMB/CASC
Location	Chestnut Park Primary School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> To supervise the children in play bubbles and throughout the before and after school provision to ensure the orderly conduct, welfare and safety of our children . 			
Key Accountabilities			
Main Duties			
<ul style="list-style-type: none"> To ensure that children remain within the permitted areas of the school and to intervene in any situation where the safety of a child may be at risk. To support the Leadership of the club whilst it is session To supervise the movement of children leaving and arriving club To give comfort and support to individual children. To initiate and encourage positive play. Observe all children in their individual year bubbles and maintain safe distance from children and staff To provide an enjoyable play experience for all children attending the club. Stop any activity by children, which may become too boisterous and may result in an accident. Positive behaviour management Implement the Schools 'strong' values in the club. To establish and maintain positive working relationships with parents/carers in a way that supports children and values parental involvement. Work alongside the Manager and staff team to ensure that the philosophy behind the Care Provision is fulfilled. In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for a child to summon help from other staff. Ensure that the incident is properly recorded. To make positive contributions to support the whole team in meetings and the smooth running of the club, during and in the absence of the Manager. Undertake tasks invoicing, review of policies, EYFS, SFBB, any other administrative tasks relevant to the role. Support training in the club. Report any incident that has given cause for concern to the DSL on Duty or Head teacher, Head of School Ensure that, where necessary, children form quiet, orderly lines in accordance to the school/club risk assessment and behave in an appropriate manner. Approach any individual child who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, ensure this information is passed on to the relevant people. Organise play activities that are age appropriate. and are child led Prepare snacks and healthy foods for the children, fulfilling all Food Hygiene Standards. Encourage sharing, cooperation and inclusion for all. 			
Other Duties			
<ul style="list-style-type: none"> To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Manager 			
Accountability			
<ul style="list-style-type: none"> Accountable to the Head teacher , Head of School and Club Manager 			

- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.