

CLEVES ACADEMY



Assistant Manager Job Profile

Purpose of the job: To assist the GAP Club manager to provide high quality play for children aged 7-11 years and actively support the manager in the development and daily management of our successful after school club.

We are looking for an enthusiastic and committed person to have experience of and be able to undertake the following responsibilities:

Key responsibilities

- In the absence of the GAP manager, undertake the daily supervision of the Club, developing and maintaining high standards throughout, to ensure the smooth running of the club.
- As required, to assist in the supervising of staff and supporting their induction and training to ensure that they are aware of their duties
- To support the GAP manager in developing a rich activities programme of structured and unstructured play opportunities to support their physical, emotional and social development.
- To assist the Club manager in managing Club staff and in ensuring staff maintain high standards throughout the Club.
- To actively participate in the operational delivery of good quality play and care provision for children attending the Club.
- To support the development and review of policies and procedures ensuring that they are understood and followed by all staff and volunteers within the Club.
- To ensure the health, safety and welfare of all children through the observation of the Club's policies and in particular, the Health and Safety policy.
- To maintain discipline as per the school's Behaviour Management policy.
- To identify any potential child protection issues related to specific children or to the overall running of the Club and to liaise with the Club manager in order to safeguard and promote the welfare of children.
- To assist with implementing the operational plan, explaining how the setting runs and how the resources are used to meet the needs of the children.
- To actively support administrative procedures.
- To assist the GAP manager with the management of rota's, registers and bookings.
- To develop and maintain good communication with all staff, head teacher, parents and with the wider community.
- To support the manager in promoting the Club, its values and message
- To support the manager in responding to enquiries from parents.
- To maintain good relationships with the School, parents and wider community.
- To ensure confidentiality of information in respect of children, parents, carers or staff without compromising safeguarding policy.
- To undertake training as and when necessary.

We may call suitably qualified candidates to interview as they apply, and we reserve the right to close the vacancy ahead of the closing date if a successful appointment has been made. We therefore strongly recommend submitting your application early.

Hours of work: 2.00-6.00pm, Monday to Friday, term time only (minimum of 4 days is required)
Benefits: 100% childcare discount, Uniform, development training, Employee Assistance Programme, parking, Cycle to work scheme

Reports to: GAP Manager, Senior Leadership Team

Person Specification

The successful candidate will be likely to fit the following profile

Qualifications & Experience

- NVQ 3 in Child Care (or NVQ 2 in Child Care and commitment to achieve NVQ 3 within 12 months) desirable, or experience working with young children
- Professional experience of working with pupils at KS2 would be an advantage
- Experience of supervising a team or co-ordinating staff duties would be an advantage

Personal Qualities

- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- Enthusiasm for play
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively to a variety of audiences

Attitudes

- Ability to work cooperatively within a team
- A reflective and flexible approach
- Organised, energetic, positive and able to self-direct
- Ability to think creatively and imaginatively