

## CLIFTON MOOR OUT OF SCHOOL CLUB



### Deputy Manager Vacancy

We currently have the opportunity for an enthusiastic, positive, and well organised Deputy Manager to join our team to support and deliver quality childcare at Clifton Moor Out Of School Club. The role will involve the day to day running of the breakfast and out of school club and taking a lead role with the EYFS children. Supporting the manager in the development of high-quality learning, maintaining a safe and secure environment. You will be employed by the Trustees of Clifton Moor Out Of School Club.

#### **The successful applicant will be required to:**

- Demonstrate an understanding of planning and facilitating an outstanding play environment based upon Playwork Principles for children aged from 3 to 11 years alongside a sound knowledge of the EYFS.
- Taking a supporting role in the development of high-quality safe and secure environment
- Be committed to providing excellent care for children.
- Be a highly motivated, enthusiastic, and organized person who can work on your own initiative as well as part of a team.
- Work well in a leadership capacity in the absence of the manager, leading the staff team - building positive relationships with children, parents, and colleagues.
- To maintain a professional and positive partnership with Lakeside Primary Academy, and work in a positive manner with all school staff.

#### **Responsibilities and Duties:**

- To ensure all policies and procedures are always followed by the staff team.
- To ensure staff are aware and follow all risk assessments.
- Support and encourage the staff team to put their ideas forward.
- Provide a fully inclusive, stimulating, safe and caring environment to enable each child to reach their full potential.
- To support the manager with staff supervisions.

- To support the staff team to positively promote and manage children's behaviour.
- To attend monthly staff meetings.
- To attend monthly meetings with the Trustees.
- To attend training sessions.
- To liaise with other outside agencies where appropriate.

### **Experience**

- Experience in the role is an advantage but not essential. A full induction and training will be given upon appointment.
- Knowledge of the Early Years Foundation Stage
- A Qualification in childcare / education / learning in the early years is essential to fulfil the role.
- A paediatric first aid qualification is desirable.

### **Staff Benefits**

- Free childcare for staff employed by CMOOSC who have children attending Lakeside primary academy school.
- Opt in pension scheme.
- Free onsite parking.
- Support with training and qualifications.

This is a term time post: 25 hours per week -7.30am -9am /3pm-6pm plus 2.5 hours per week admin duties. Rate of pay £13.13 per hour.

CMOOSC is committed to promoting a diverse and inclusive workplace and are actively seeking applicants from a wide range of ethnicities, backgrounds, and experiences.

To Apply:

For a job application pack and for more information about the job role with us here at CMOOSC please email [cmoosc@outlook.com](mailto:cmoosc@outlook.com) or phone 07815637339

This post requires an enhanced Disclosure and Barring Service check. CMOOSC is committed to ensuring the safeguarding and welfare of all children and young people; we expect all staff and volunteers to share this commitment.

**Closing date: 20<sup>th</sup> may 2024**