**Twilight Hours After School Club**

All Saints’ Junior School, Hurds Hollow, Matlock, Derbyshire, DE4 3LA

Telephone: 07816935937

Email: info@twilighthours.co.uk Website [www.twilighthours.co.uk](http://www.twilighthours.co.uk)

 **Deputy Manager Job Description**

**Job summary:** Assist with day to day activities of the club. Provide quality playcare within the framework of the club’s policies and procedures

**Line manager:** Katherine Shimwell and Debbie Steeples are the Owners of Twilight Hours.

**Working relationships:** Children attending the club and their parents/carers, Management and staff, including students and volunteers, schools, other settings, Ofsted and Derbyshire County Council.

**Main duties in Setting include:**

* Playwork Role as per separate Job Description
* Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
* Supervising the Playworkers
* Ensure children are signed out correctly
* Executing the Planned activities
* Ensuring observations are being carried out on EYFS children

**Main duties outside Setting include:**

* Contacting other schools to confirm children attending (Churchtown)
* Maintaining diary of additional attendance/absences (Churchtown)
* Washing the linens used in Food Preparation and cleaning down
* Potentially - organising and purchasing the Snack (full refund will be given from receipts).

**Person specification**

**Essential qualities**

* Experience of working with 4 to 11 year olds
* 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
* Able to work as part of a team
* Sound judgement and common sense

**Desirable qualities**

* Experience of working within a play-based setting
* Experience of administration
* Competent in using IT to support play and club administration
* Ability to work on own initiative