



# After School Deputy Manager

## Information Pack



# Job Description

<b>Job Title:</b>	<b>After schools Deputy Manager</b>
<b>Reporting to:</b>	Head of Childcare
<b>Responsible for:</b>	Childcare Staff
<b>Location:</b>	Belfast YMCA, 56-58 Knightsbridge Park, Belfast, BT9 5EH
<b>Salary:</b>	£14.50 per hour
<b>Contracted Hours:</b>	30 hours per week Monday to Friday between 12.00pm-6.00pm.
<b>Contract:</b>	Full Time, Permanent
<b>Probation Period:</b>	Six Months

## **Main purpose of the Job:**

To support the Head of Childcare in managing the day-to-day operations of the After School operations in Stranmillis to ensure a high level of care and customer service. To motivate and manage the After School staff team, working closely with and reporting directly to the Head of Childcare.

## **Essential requirements:**

- It is a requirement of the post that the individual meets the Minimum Standards of the Health & Social Care Board as a suitable person to manage a child care setting, including a satisfactory Fit Person Assessment by the HSCT.
- An enhanced Access NI disclosure will be required.
- A minimum of **Level 5 Childcare Qualification** or higher.
- Proven **leadership experience** within a childcare setting.
- Clean driving license for school collections is essential.

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**Please note:** This is a dual role where you will normally be rota'd a minimum of 2 hours per day to work on management duties and rota'd 4 hours per day within the after school rooms.

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# Job Details

## 1. Operational

- 1.1. To support the Head of Childcare ensuring all regulations and standards are met on a daily basis across After school Operations
- 1.2. To appropriately plan, allocate and evaluate work carried out by the wider team when required by the head of childcare
- 1.3. To be one of the Designated Child Protection Officers with shared responsibility for management of safeguarding and child protection policies
- 1.4. To ensure all administration required for the provision of the service is done to a high standard and where necessary, delegated appropriately
- 1.5. To seek, evaluate and organise information for action with the head of childcare and staff team. Regularly communicating information relevant to the setting
- 1.6. To create and maintain a thriving environment for staff and children to flourish
- 1.7. To deliver a high setting occupancy, working with the manager to ensure good promotion of the setting through local marketing in conjunction with the admin team, where necessary

## 2. Service Provision

- 2.1. To maintain and improve the service ensuring the highest standards of childcare are delivered across the setting
- 2.2. To build upon and ensure an effective parent engagement strategy, creating links through Family app and other parental interactions / feedback
- 2.3. To ensure there is regular feedback loops with parents ensuring high engagement in surveys and feedback
- 2.4. To plan, implement and evaluate activities and experiences to promote children's learning and development across the setting ensuring staff team are taking responsibility in each room
- 2.5. To ensure the setting is planning experiences and activities to promote the physical and emotional growth and development of all children
- 2.6. To both plan and assist with the transportation of the children to and from school using a Belfast YMCA vehicle or, where appropriate, by walking the required distance

## 3. People Management

- 3.1. To support the overall manager in the management of staff; supervising directly managed posts, ensuring induction takes place, training needs are identified and met, and staff supervision take place across the setting
- 3.2. To work with the overall manager to effectively manage staff levels across the setting at all times ensuring compliance with minimum standards

- 3.3. To ensure there is good staff communication, ensuring effective flow of information and that staff are aware of key developments within the setting
- 3.4. To promote a healthy working environment, leading by example, and being accessible so that staff feel listened to and supported
- 3.5. To ensure the development and implementation of staff policies that ensure that best practice is followed in all areas
- 3.6. To set and update objectives for the after school team and to provide feedback to the team and individuals on their performance
- 3.7. To ensure that all staff policies are followed within the setting and, when necessary, implement informal and formal disciplinary and grievance procedures

#### **4. Health, Safety and Compliance**

- 4.1. To monitor and maintain the health, safety and security of the facilities for children, staff and parents alongside the Facilities Officer and Manager
- 4.2. To work with the manager to ensure thorough risk assessments of the environment
- 4.3. To ensure that relevant Health and Safety legislation is adhered to at the setting
- 4.4. To work closely with the admin and finance team to effectively manage monthly billing for parents

#### **5. General**

- 5.1. Establish and maintain arrangements with parents for the provision of a child care service
- 5.2. To understand and work closely with statutory agencies including social services
- 5.3. To play a part in the settings management team, working closely with the Manager on this core part of Belfast YMCA's services to the community
- 5.4. Understand and be supportive of the Christian Ethos of Belfast YMCA

**NOTE:** This is not an exhaustive summary of the responsibilities. The post holder will be expected to undertake any other duties of a similar nature from time to time