



JUNIOR SCHOOL

## **Job Description**

### **After School and Holiday Club Deputy Manager at Ravelston**

#### **Purpose of Job**

The purpose of the ASC/HC Deputy Manager at Ravelston is to lead an effective and motivated team to deliver high quality out of school care which meets the needs of the children and their families.

#### **Accountability**

The ASC/HC Deputy Manager at Ravelston is directly accountable to the e-Plus Manager and the After School and Holiday Club Manager for Nursery to Primary 3.

#### **Authority and Direct Reports**

The ASC/HC Deputy Manager at Ravelston has authority as delegated by the e-Plus Manager, the After School and Holiday Club Manager for Nursery to Primary 3 and the Head of Nursery.

#### **Key Relationships**

The ASC/HC Deputy Manager at Ravelston works closely with their direct team and all other staff within the department, including e-Plus colleagues based at Queensferry Road.

#### **The Post:**

#### **Key Responsibilities:**

#### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

#### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these

- Taking responsibility for personal development, both personally and of team members.

### **Community**

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

### **Learning**

- Leading a culture of challenge and support to allow every student to be the best they can.

### **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.
- To monitor the environment and resources used by the children to ensure that the environment is safe.
- To monitor and ensure equal opportunities for all children

### **Supporting the leadership of the Schools/ Duties and Responsibilities**

- To support and mentor the Team Leader and Playworkers on a daily basis and to evaluate the quality of the provision on a weekly basis.
- To ensure consistency of approach by staff with the ASC and HC.
- Adhere to all policies and guidelines, in line with Early Learning and Childcare and Out of School Care practice guidance
- To support the Playworkers and implement a creative and visionary programme of activities which are well planned, documented and evaluated.
- To meet with the ASC team on a weekly basis to ensure open communication and to pass on relevant information.
- To induct all new Nursery ASC/HC team members within the first 4 weeks of employment.
- Leading up to, and including, holiday periods, be responsible for supporting the ASC/HC Manager at Ravelston to prepare and carry out Holiday Club obligations, eg, to produce the Holiday Club staff rota and timetable, to process and collate Holiday Club bookings, and to carry out Risk Assessments.
- During Holiday Club, be responsible for leading and supervising groups of children and staff on outings.
- In the absence of the ASC/HC Manager at Ravelston, assume full responsibility for the service, carrying out the essential tasks to ensure the ASC runs effectively, an liaison with the e-Plus Manager to support the ASC team to ensure the National Care Standards are being met and staff ratios are maintained.
- In consultation with the e-Plus Manager be willing to support children and staff based at Queensferry Road in the event of a Manager’s absence.
- Order a weekly food shop for the department.

- Assist the e-Plus Manager and After School Club Managers with the recruitment of staff where necessary.
- Manage the Primary 1-3 ASC/HC budget throughout the session.
- Attendance will be expected at Open Days and mutually agree Welcome Mornings and Parents' Evenings.
- Understand the duties and obligations of employees under the National Care Standards and the Scottish Social Services Council (SSSC).
- Adhere to Junior School policies and procedures and to ensure the safety and wellbeing of the children and, where appropriate, the environment for children and staff.
- Attend organised staff INSET training.
- Maintain a high level of Continued Professional Development.
- In consultation with ASC/HC Manager at Ravelston or the e-Plus Manager, carry out any delegated tasks

### Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	Experience of managing staff  Experience working with children	Knowledge of Microsoft 365
<b>Education/Qualifications</b>	Candidates will ideally hold Level 9 or SVQ4 qualification	Working towards either a qualification or GTCS Registration with previous managerial experience will also be considered
<b>Skills/ Abilities/ Capabilities</b>	Team player who relates well to others  Ability to multi-task and prioritise own workload with good attention to detail	
<b>Personal Attributes</b>	Kind and enthusiastic person who puts the interests of the children first  Responsible and well organised  Demonstrates and committed to the values of ESMS.	

### Leading and Managing

- Leads from the front and by example
- Coaching style of leadership
- Has courage and flexibility to identify and implement change effectively
- Has sound budget management skills
- Plans, prioritises, organises and delegates
- Has strong analytical skills
- Ensures School compliance with applicable legal and regulatory requirements.
- Undertakes School evaluation
- Implements diversity, inclusion and access strategies.

### **Development of Self and Empowerment of Others**

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

### **REMUNERATIONS AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>The post</b>	This is a part time, permanent position available from 17 February 2025.
<b>Hours of Work</b>	Hours of work will be:  Term time: Monday to Friday from 12.00pm to 6.00pm, a working week of 30 hours.  Holiday periods: 26.25 hours per week on a rota basis.
<b>Salary</b>	Salary will reflect qualifications and relevant experience. The salary range is £24,083- £26,456 per annum, which is points 25-28 of the ESMS e-Plus Support Staff Salary Scales.

<b>Annual Leave</b>	Entitlement is 25 days annual holiday leave plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.
<b>Location</b>	The postholder will be based at the ESMS Junior School at Ravelston
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme
<b>Staff Benefits</b>	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

ESMS reserves the right to withdraw this vacancy at any time.

**The closing date for applications is 12pm on 31 January 2025. We anticipate interviews will be held week commencing 3 February 2025.**