



ERSKINE STEWART'S MELVILLE SCHOOLS

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| JOB TITLE | <ul style="list-style-type: none"> • After School and Holiday Club Deputy Manager |
| CONDITIONS OF ROLE | <ul style="list-style-type: none"> • Location: The postholder will be based at the Queensferry Road site during term time. During the holiday period, the postholder will be based at the Ravelston site • Contract Type: Temporary until August 2026 • Hours of Work: Monday to Friday, 1:30pm to 6pm during term time. During holiday club, the hours of work will be 26.25 per week on a rota basis. During term time, the postholder will be responsible for Primary 4 – Primary 7 at the Queensferry Road site. During holiday time, the postholder will be responsible for Nursery – Primary 7 based at the Ravelston site. • Grade: The scale for this post is point 25-28 on the ESMS Support Staff Salary Scales, which is equivalent to £20,207 to £22,205 per annum on a pro-rated basis. Remuneration is dependant on skills and experience. • Holiday Entitlement: Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December |

| ROLE DETAILS | |
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| PURPOSE OF THE ROLE | The After School and Holiday Club Deputy Manager leads 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 After School and Holiday Club Deputy Manager is directly accountable to the ASC/HC Manager at Queensferry Road via the e-Plus Manager |
| AUTHORITY | The After School and Holiday Club Deputy Manager has authority as delegated by the ASC/HC Manager at Queensferry Road and the e-Plus Manager. |
| RELATIONSHIPS | The After School and Holiday Club Deputy Manager works closely with their direct team and all other staff within the department, including e-Plus colleagues based at Ravelston. |

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| DUTIES AND KEY RESPONSIBILITIES | <u>Key Tasks</u> <ul style="list-style-type: none"> • To support and mentor the Practitioners on a daily basis and to evaluate the quality of the provision on a weekly basis. |
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| | <ul style="list-style-type: none"> • 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. • To ensure consistency of approach by staff within the ASC and HC. • In consultation with staff, to support individual and groups of children on a daily basis. • To work on the floor to support children and staff and to be included in staff ratios. <p><u>Team Responsibilities</u></p> <ul style="list-style-type: none"> • To support the Practitioners 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 support the ASC/HC Manager at Queensferry Road to induct all new team members within the first 4 weeks of employment. <p><u>Management Responsibilities</u></p> <ul style="list-style-type: none"> • Leading up to, and including, holiday periods, to be responsible for supporting the ASC/HC Manager at Queensferry Road to prepare and carry out Holiday Club obligations, eg, to produce the Holiday Club timetable, to process and collate Holiday Club bookings, and to carry out Risk Assessments. • During Holiday Club to be responsible for leading and supervising groups of children and staff on outings. • In the absence of the ASC/HC Manager at Queensferry Road, to assume full responsibility for the ASC, to carry out the essential tasks to ensure the ASC runs effectively, and to liaise 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 to be willing to support children and staff based at Ravelston in the event of a Manager's absence. • To order a weekly food shop for the department. |
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| PERSON SPECIFICATION | | |
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| | Essential Criteria | Desirable Criteria |
| Experience | <ul style="list-style-type: none"> • Experience of working with children • Experience of managing staff | <ul style="list-style-type: none"> • Knowledge of Microsoft 365 |
| Education/Qualifications | <ul style="list-style-type: none"> • Candidates will ideally hold Level 9 or SVQ4 qualification however candidates who are working towards either qualification or GTC registered | |

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| | with previous managerial experience will also be considered | |
| Skills/ Abilities/ Capabilities | <ul style="list-style-type: none"> • Team player who relates well to others • Ability to multi-task and prioritise own workload with good attention to detail | |
| Personal Attributes | <ul style="list-style-type: none"> • Kind and enthusiastic person who puts the interests of the children first • Responsible and well organised • Demonstrates and committed to the values of ESMS. | |