



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	After School Club and Holiday Club Deputy Manager
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Location: The postholder will be based at the Ravelston site. • Contract Type: Temporary until June 2027 • Hours of Work: Tuesday to Friday, 12.00pm to 6.00pm during term time. During Holiday Club, the hours of work will be 21 per week on a rota basis. During term time, the postholder will be responsible for the operations of our Primary 1 – Primary 4 service. During holiday periods, the postholder will be responsible for the operations of our Nursery/Primary 1 – Primary 7 based at the Ravelston site. • Salary: £20,456 to £22,462 per annum on a pro-rated basis. Remuneration is dependant on skills and experience. • Holiday Entitlement: Entitlement is to 20 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
DEPARTMENT	After School Club and Holiday Club (e-Plus)
REPORTS TO	Wraparound Care Manager

ROLE DETAILS	
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 Ravelston via the Wraparound Care Manager.
AUTHORITY	The After School and Holiday Club Deputy Manager has authority as delegated by the ASC/HC Manager at Ravelston and the Wraparound Care Manager.
RELATIONSHIPS	The After School and Holiday Club Deputy Manager works closely with their direct team and all other staff within the department.

DUTIES AND KEY RESPONSIBILITIES	<u>Key Tasks</u> <ul style="list-style-type: none"> • Support and mentor the Practitioners on a daily basis. • Monitor the environment and resources used by the children to ensure that the environment is safe. • Monitor and ensure equal opportunities for all children.
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	<ul style="list-style-type: none"> • 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. • Offer engaging and high-quality experiences and evaluate the quality of the provision on a weekly 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 and to pass on relevant information. • To support the Wraparound Care Manager and ASC/HC Managers 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 Managers to prepare and carry out Holiday Club obligations, eg, to produce the Holiday Club timetable, book workshops and to carry out Risk Assessments. • Hold and maintain the budget in relation to the Primary 1-4 service. • During Holiday Club to be responsible for leading and supervising groups of children and staff on outings. • In the absence of the ASC/HC Managers, assume full responsibility for the ASC, carry out the essential tasks to ensure the ASC runs effectively, and liaise with the Wraparound Care Manager to support the ASC team to ensure the National Care Standards are being met and staff ratios are maintained. • In consultation with the Wraparound Care Manager to be willing to support children and staff based within other areas in the event of a Manager's absence. • To order a weekly food shop for the department.
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PERSON SPECIFICATION		
	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 with previous managerial experience will also be considered 	<p>May consider other qualifications depending on relevant experience</p>

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. 	