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North Down YMCA

After-School & Play Work Deputy Manager
Information Pack

## Job Description

**Job Title:** After School & Play Work Deputy Manager

**Reporting to:** After-School & Play Work Manager

**Responsible for:** In collaboration with the After School & Play Work Manger this position holds responsibility for a staff team consisting of Play Work Supervisors, Play Work Assistants and drivers.

**Locations:** North Down YMCA 10-12 High Street Bangor BT20 5AY

ASCWest Church 91 Crawfordsburn Road Bangor BT19 1BQ

**Salary Scale:** £26,000 - £28,000 (dependant on experience)

**Other Benefits:** 5% employer pension contribution
 Employer sick pay scheme
 Holidays – 22 days per year rising to 25 days per year
 Staff discount on After School/Holiday Club

**Hours:**  37.5 hours per week Monday to Friday between

9am and 6pm.

**Contract:**  Full Time Permanent

**Probation Period:** Six Months

 **Main purpose of the Job:**

To work closely with the ASC & Play Work Manager to provide leadership and management of North Down YMCA After School service. To support the day-to-day operation of After School service and deputise in the Managers absence to ensure a high level of care and customer service. To work with the ASC & play work Manager to motivate, lead and manage the staff team, working closely with the admin support and Play Work supervisors. To identify and implement areas of improvement to the service and investment into staff.

**Special Requirement:**

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 and Health Declaration will be required.

## Job Details

1. **Operational**
	1. To assist with management and operational responsibility for the North Down YMCA After School operations which operates across two locations; ensuring all regulations and standards are met on a daily basis
	2. To appropriately plan, allocate and evaluate work carried out by the wider team
	3. To be an appointed Designated Child Protection Officer holding responsibility for management of safeguarding and child protection policies within the setting
	4. To assist the ASC & Play Work Manger to ensure all administration required for the provision of the service is done to a high standard and where necessary, delegated appropriately
	5. To assist and manage complex rotas, school pick-ups and daily planning for the service to a high degree of accuracy
	6. To assist and liaise with Early Years Team SEHSCT in regards inspection and registration of the After-School Provision.
	7. To assist the ASC & Play Work Manager to evaluate and organise information for action with the staff team. Regularly communicating information relevant to the setting
	8. To create and maintain a thriving environment for staff and children to flourish
	9. To contribute to the evaluation and implementation of proposed changes to services and systems
	10. To deliver a high setting occupancy, promoting the setting through local marketing in conjunction with the operations team, where necessary
	11. To work with the ASC & Play Work Manger & CEO on potential growth of the service through the existing site and/or additional sites or partnerships
2. **Service Provision**
	1. To assist maintaining and improving the service ensuring the highest standards of childcare are delivered at the settings
	2. To assist to build upon and ensure an effective parent engagement strategy, creating links for parental interactions / feedback
	3. To contribute to systems and regular feedback mechanisms with parents ensuring high engagement in user feedback
	4. To assist in planning, implement and evaluating play activities and experiences to promote children’s learning and development across the setting ensuring staff are taking on responsibility
	5. To assist in ensure the setting is planning experiences and activities to promote the physical and emotional growth and development of all children
	6. To be able to drive YMCA or own a vehicle for school collections / trips as and when required
3. **People Management**
	1. To assist with the management of staff; recruiting and supervising directly managed posts, assisting with induction, training needs are identified and met, and staff supervision across the setting
	2. To assist with management of staff levels across the setting
	3. To assist with staff communication, ensuring effective flow of information and that staff are aware of key developments within the setting
	4. To promote a healthy working environment, leading by example, and being accessible so that staff feel listened to and supported
	5. To assist in the development and implementation of staff policies that ensure that best practice is followed in all areas
	6. To assist and advise on objectives for the team and to provide feedback to the team and individuals on their performance
	7. To ensure that all staff policies are followed within the setting and, when necessary assist in the implementation of informal and formal disciplinary and grievance procedures
4. **Finance and Compliance**
	1. To assist with systems and financial management of the setting’s budget, including comprehensive financial records and an online booking system.
	2. To assist the ASC & Play Work Manager in the financial performance for the setting ensuring high occupancy and appropriate staffing levels are maintained
	3. To assist the ASC & Play Work Manager monitor and maintain the health, safety and security of the facilities for children, staff and parents alongside the Administration and Compliance Officer within YMCA
	4. To assist the ASC & Play Work Manager conduct thorough risk assessments of the setting and effectively ensure that relevant Health and Safety legislation is adhered to at the setting
	5. To assist the ASC & Play Work Manager and work closely with the admin and finance team to effectively manage monthly billing for parents
5. **General**
	1. Assist with establishing and maintain arrangements with parents for the provision of a child care service.
	2. To understand and work closely with statutory agencies including social services, government bodies and partners within the Early Years sector
	3. To play a key part in Team meetings working closely with the other staff/Senior Leadership Team/Programme Co-ordinators on promoting North Down’s services to the community

**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

## Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | Level 5 Diploma in Playwork or Child Care Learning and Development; or a relevant occupational qualification in early years education, social work, nursing, teaching or health visiting  | Third level education with a qualification in a relevant discipline (eg Early Childhood Studies) |
| **Experience** | 2 years experience of working with children with an understanding of childcare practices 1 years Supervisor/Team Leader experience relevant to the postAn understanding of the play educational and developmental needs of young children | Experience of holding a supervisors position in a similar or relevant settingExperience of governance legislation, compliance within early years sectorExperience of outdoor learning and play based provision |
| **Skills** | Motivational management skillsExcellent organisational skillsExcellent interpersonal skillsExcellent written and verbal communication skills Ability to work on own initiativeKnowledge and understanding of managing a budget | An experienced team leader  |
| **Personal / Character** | Passionate about children and young people and early years developmentAbility to be flexible to service delivery operational requirements including periods of holiday clubs during non-tern timeSupportive of North Down YMCA’s Christian ethos, values and aimsA ‘fit’ person to be a registered childcare Nominated Person by South Eastern Health & Social Care Trust Capable of Access NI Enhanced Clearance  |  |
| **Other**  | A clean driving licence and have access to a car |  |

## How to apply

Please complete & return the attached Application Form to Danielle Nixey ASC & Play Work Manager. Danielle@northdownymca.org

**Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

**Equal Opportunities and Occupational Requirement**

North Down YMCA is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998.