

## JOB DESCRIPTION

# 555 Deputy Manager

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Salary	£18,420 Actual
Hours	30 hours a week Monday – Friday, 39 weeks a year
Location:	Guildford site

### About Us

Challengers is a charity dedicated to transforming the lives of disabled children, young people and their families through the power of play. We provide safe and inclusive spaces across the South East where disabled children aged 2-18 can come together to have fun, make friends and learn valuable life skills, while giving their families essential respite from care responsibilities.

### Our Vision

A World where all children and young people can play together, freely

### Our Mission

To Transform the lives of disabled children, young people and their families through the power of play.

### Our Approach

- Truly Inclusive
- Serious about Play
- Person-centred
- Trustworthy
- Ambitious Together

### Your Role

To support the Manager in the safe and efficient day-to day management of the our Alternative Provision known as 555 in accordance to statutory guidelines and Challengers

Policies and Procedures. To support the 555 team in creating an inclusive environment that ensures that all children and young people are happy.

### **Duties & Responsibilities:**

#### **Children and Young people and their families**

- To support with the oversee of the day-to-day delivery of activities and an approach that will adapt to the needs of individual children and young people who attend the service with the Manager. This includes researching appropriate trips into the community that will promote independence, life skills, be exciting and have a focus on the interests of the children and young people. Children and young people need and deserve a varied and high quality play and leisure programme in which they can thrive.
- To be responsible for and to support staff to protect children and young people from harm. The Manager is responsible for reporting any concern about a child or young person's welfare or safety in accordance with Challengers Safeguarding Policy and Procedures and local authority procedures for protecting children from harm.
- To support the Manager in ensuring that all children and young people's information is up to date and shared with the 555 team who work directly with them. This includes keeping a record of the professionals working with the families and any relevant education providers.
- To ensure that children and young people who attend with challenging behaviour have behaviour plans in place that are reviewed on a regular basis in collaboration with the Behaviour Support Team.
- To ensure that the children and young people at 555 are supported physically and emotionally as required. The children and young people we work with are often in difficult and stressful situations and you will need to support them, showing appropriate physical and emotional affection at all times.

#### **Staff**

- To be a role model to all staff and to provide ongoing support and encouragement to the staff team in an appropriate manner.
- To inform 555 Manager of any complex staff issues including persistent sickness and conduct.

- To support the Manager in identifying and prioritise training needs of staff and to liaise with Service Manager and Training Lead to deliver appropriate training to staff including inductions
- To support the Manager in ensuring there are an appropriate number of staff in line with budget. If there are any changes to number of staff needed at 555, this must be reported to the Service Manager
- Ensure that there is appropriate trained staff on site at all times
- Communicate regular updates with the staff team through morning briefings, end of day debriefs, team meetings and supervisions

### **Health and Safety**

- Be responsible for the day to day maintenance and security of the building. Reporting any concerns to the Caretaker and Service Manager
- Be responsible for supporting the staff teams to comply with the Health and Safety at Work Act (2018)
- Conduct and oversee the use of checklists related to day-to-day inspections and maintenance for toys, equipment and building.
- To be a key holder and be an emergency contact for the alarm system ( if required)
- To support staff teams to maintain a clean, tidy, secure site and environment – treating all buildings, structures, toys and equipment used by children and young people with respect and care.

### **Management and Administration**

- To assist the Manager and Administration Team to maintain records of attendance, income, expenditure (including petty cash) and general correspondence
- To support in the completion of any monitoring required by the local authority with the Service Manager when required.
- To represent Challengers at meetings with external agencies as appropriate.
- When necessary ordering and sourcing equipment that is 'fit for purpose' and within the budgets agreed with the Service Manager.
- To deliver 555 in accordance with Challengers systems, policies and procedures. And to participate in and contribute to the development of Challengers schemes and systems.

- In absence of a Manager, you will be expected to run the day with the support of the Senior Support workers.

*This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department*

## PERSON SPECIFICATION

### 555 Deputy Manager

For this role, you will have;

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#### ***Essential***

- A minimum of 2 years experience of working within the childcare and/or youth sector
- Experience of leadership and management in the childcare and/or youth sector
- Able to demonstrate the skills necessary to motivate, encourage, organise, lead and supervise the staff team in a professional manner in an informal working environment
- Experience of managing behaviour that challenges.
- The ability to prioritise tasks, apply common sense and good judgement.
- Prepared to attend training and to learn new skills with which to develop an understanding of good practice in play and leisure for disabled and non-disabled children
- This is a physically and emotionally demanding post; the post holder must be resilient, adaptable and have the ability to carry out the physical aspects of the role. These include (but are not exclusive to) physically supporting children, for example on and off equipment, during personal or intimate care, and lifting and chasing in an emergency.

#### ***Desirable***

- A Paediatric First Aid qualification is desirable (Training will be provided through

Challengers if not already holding certificate)

- CPI Safety Intervention training