



Sands End Adventure Playground (SEAPIA) are recruiting a highly motivated Deputy Manager to join our committed staff team.

Contract term: Permanent role (**September 2022 start**)

Salary: Competitive salary.

Hours: Flexible, 20 - 30hrs per week.

Please send your CV and a covering letter referring to job description and person specification to: julie@seapia.org

Closing date: 21st August 2022

Interviews: 30th August 2022

We are looking for someone who:

- Is a talented, dedicated and highly motivated individual
- Has a deep knowledge of child development
- Can demonstrate high levels of care, concern and ambition for our children and young people
- Is a positive team player with a good sense of humour
- Is creative and passionate about engaging and enthusing children and young people in the activities we provide
- Demonstrates a passion for and understanding of an inclusive environment
- Can motivate and manage a team to benefit all children and young people

Job Description

Job summary:

- Deputise for the Manager in their absence
- Help with day-to-day management of SEAPIA
- Providing a safe enriching environment and to work within the framework of the SEAPIA's policies and procedures

Line manager:

- Centre Manager

Working relationships:

- Children and young people attending the centre and their parents or carers, staff, and volunteers. Local schools and organisations, registering authorities.



THE VENTURE
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Main duties include:

- Assisting the manager with planning, preparing, and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children and young people including collecting them from school.
- Providing support and supervision to playworkers and volunteers in the absence of the Manager.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health, and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Facilitating good communication with all members of the organisation, parents, schools, and childcare and play related agencies.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe, and secure.
- Working within the framework of SEAPIA's policies and procedures, and the Early Years Foundation Stage, Working together to Safeguard children.
- Overseeing all aspects of the service in the absence of the manager.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> • Experience of working with 4- to 13-year-olds • Appropriate level 3 qualification • Experience of administration and competent in using IT • Understanding the varied needs of children and young people and their families • Understanding the importance of the delivery of quality play care • Understanding the importance of equal opportunities • Provide and facilitate safe and creative play • Good communication skills • Ability to work as a team member and demonstrate leadership skills • Sound judgement and common sense • Sufficient understanding and use of English language 	<ul style="list-style-type: none"> • Experience of working within a play-based setting • Experience of fundraising • Experience of working within the voluntary sector • Appropriate safeguarding training • Current 12-hour Paediatric First Aid Certificate • Food Hygiene Certificate • Experience in delivering sports activities

The successful applicant will be required to undertake an enhanced DBS disclosure and give explanations for any gaps in education or employment.