# Job Description

**Role: Deputy Children’s Club Manager**

**Reports to: Children’s Club Manager**

**Role Purpose**

To assist the Children’s Club Manager and manage the children’s club operation in resort ensuring the children are cared for in a safe environment and an exciting and stimulating programme of activities are provided to all age groups.

## Responsibilities

From our teams, we expect an attitude whereby ‘nothing is too much trouble’. You will be expected to fulfil the following responsibilities:

* Ensure the guests and their children benefit from the highest level of childcare
* Assist the manager in organising and managing the Explorers for children aged 4 months to 13 years
* Liaise with Scott Dunn Childcare Projects Manager
* Work with closely with the hotel
* Have a flexible approach to the role and be prepared to step in where necessary

**Duties**

* Provide a safe, hygienic and stimulating environment for children.
* Provide a degree of flexibility wherever possible to meet parent’s needs and wishes.
* Assist in managing the day to day running and operation of the children’s club
* Work in ratio during the season.
* In the Managers absence working closely with the reservations department to monitor the childcare bookings and ensure correct level of staffing is organised
* In the Managers absence look after babysitting requests
* Supervise and manage the children’s club team in the manager’s absence.
* Attend regular managers’ meetings in resort.
* Planning of weekly cleaning and work rotas for all childcare team alongside the Children’s Club Manager
* Working as a team and very closely with the manager on a daily basis.
* To ensure that policies and procedures are implemented to guarantee the effective operation of the club.
* Assist in the co-ordination of the start of season setup of the children’s club including the inventory process of all equipment in children’s club and risk assessments.
* Coordinate and implement a range of activities both indoors and outdoors including evening entertainment in peak weeks (July and August).
* Assist in organising offsite excursions each week and activities in the resort as applicable in your resort)
* Ensure effective communication with the parents and children.
* Provide a healthy mid-morning and afternoon snack
* Communicate with the parents at the end of the day regarding their child’s wellbeing.
* Baby-sit twice a week should you be required to do so (paid in addition to your weekly wage).
* Ensure all daily records and any accident/incident books are completed correctly and ensure all other paperwork is up to date.

## Abilities and Expectations

* Love and ability to work with children aged between 4 months and 13 years of age
* Excellent self-motivation
* Professional
* Excellent guest relations and interpersonal skills
* Organised and pro-active
* Outgoing and fun
* Strong swimmer
* Team player
* Good numeric, administrative and organisational skills
* Good computer skills including Word and Excel
* Eye for detail
* Outstanding work ethic

## Essential Experience and Key Competencies

* CACHE level three qualified or equivalent recognised childcare qualification
* Managerial/senior experience in a childcare setting
* At least two years’ experience in a childcare setting
* Fluent in English (both spoken and written)
* UK or EU Passport holder
* UK national insurance Number
* UK bank account

**Package and Benefits**

* A competitive salary
* Accommodation
* Insurance
* Return travel from the UK
* Uniform
* Comprehensive pre-season training course

*This role is subject to a satisfactory enhanced disclosure and barring service check (criminal background check)*

***Unfortunately we cannot accept applications from holders of UK Working Visas.***