

Deputy Extended Services Co-ordinator

Job Title	Deputy Extended Services Co-ordinator
Required by	ASAP
Reports to	
Hours of work	20 hours, 52 weeks
Salary	Band D
Closing date	Friday 10th April 2026 at 5pm
Interview's commencing	Thursday 16th April 2026

Key Role

The role of the Deputy Extended Services Co-ordinator is to support the Extended Services Co-ordinator in managing the Extended Services provision. This includes the provision of Breakfast Club, After School Club and Holiday Club (times to be agreed)

You will lead in providing high-quality care for the children before, after, and during the holidays, ensuring health and safety requirements are met and that high expectations are maintained at all times.

Each deputy will be responsible for overseeing daily operations at their respective sites, ensuring continuity and efficiency in service delivery.

Key Roles

- Manage daily site activities to ensure the smooth running of wraparound care services.
- Helping the manager with planning, preparing, and delivering quality play opportunities within a safe and caring environment.
- Manage immediate operational challenges without escalating to the manager unless necessary.
- Oversee staff schedules, ensuring adequate coverage at all times.
- Provide guidance, support, and immediate feedback to staff members.
- Serve as the first point of contact for parents and caregivers.
- Handle inquiries, concerns, and updates, ensuring effective communication. Report to the manager if necessary.
- Respond to and manage minor emergencies or incidents on-site.
- Report significant issues to the manager with recommendations for resolution.
- Ensure adherence to all regulatory and safety standards.
- Conduct routine checks and maintain accurate documentation.
- Support ongoing training initiatives and mentor new staff members.
- Ensure uninterrupted service delivery in the absence of the manager.
- Allow the manager to attend external meetings, strategic planning sessions, and professional development activities.
- Lead by example and ensure that there are appropriate activities, which will engage and motivate children of all ages, promote learning, are inclusive, and are delivered alongside national standards, including following our long-term play plans.
- To take into account the views of children and parents on a regular basis.
- To ensure policies and procedures are adhered to.
- To ensure staff are actively engaged with children at all times, by initiating games (with or without equipment), refereeing games, and supporting the children to ensure that they are using equipment safely

- To ensure that children are following the behaviour code and praise and reward good behaviour through the use of golden awards and blue stickers.
- Ensure to keep the manager updated on any concerns raised by staff and your outcomes. Keep logs of concerns raised on our systems.
- Meet with the manager on a regular basis.

Management of Your Team

- All duties must be carried out to comply with the Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, providing such duties are within the competence of the employee.
- To assist with, recruit, interview, control and discipline staff according to the policies of the School
- Work with the manager on an effective induction for all Extended schools staff.
- To have special regard to the welfare and maintenance of the Dragon Club staff team.
- To assist with, recruit, interview, control and discipline staff according to the policies of the School.
- Monitoring and recording any absence with Dragon Club staff and informing the line manager of any constant absence.
- Phone into work before 7.30am if you are ill and try to arrange self-cover.
- Arranging cover for sickness and holidays in advance when possible for the Dragon Club team in the absence of the manager.

Safeguarding

- To be aware of safety issues indoors and outdoors, ensure safety procedures such as risk assessment and fire drills are carried out and recorded, and ensure problems or defects are addressed, reported to Business Manager as required.
- To ensure that all members of staff are appropriately qualified in First Aid, Safeguarding and Food Hygiene.
- To work within the Local Safeguarding Children Board Guidelines and address any Child Protection issues appropriately.
- To ensure the security of the building is maintained and visitors are monitored.
- To maintain confidentiality as appropriate in dealings with children, parents and team members.
- To be aware of safety issues regarding escorting children between buildings and on trips out and ensure road traffic legislation, if using vehicles, is complied with.

Key Accountability – for Self and all Dragon Club Staff

- To comply with all aspects of the school's safeguarding procedures.
- Contribute to any multi-disciplinary discussion of the pupil's needs as required.
- Maintain confidentiality both inside and outside the workplace.
- Understand and implement school policies consistently.
- Be adaptable and responsive to emerging changes with the role e.g. through Government or school based developments.
- To be a pro-active member of the school team and encourage staff and volunteers to follow this example.
- To participate positively and professionally in effective relationships with team members.
- Participation in wider school community events outside of core hours maybe occasionally required.
- To be aware of and contribute to the school's priority targets in the School Development Plan.
- Other duties maybe called upon at the discretion of the Extended Schools Co-ordinator or Schools Business Manager that are commensurate with the grading of the post.

Contract

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Your contracted hours are:

20 hours per week. 52 weeks per year.

These working times may vary due to the business needs of the club. The post holder will be expected to take an active play leader role; however management and admin time will be arranged within the 20 hour role.

During holidays your working hours may be consolidated. Advance notice will be given of working patterns during holidays.

All holiday leave must be approved by the Deputy Services Co-ordinator

The postholder will have an annual appraisal meeting with a senior member of staff and is entitled to continuing professional development.

Essential Considerations When Working

To promote the ethos and mission of to be a school that ***Nurtures our community through opportunities, innovation and love***

To ensure that we practice effective safeguarding procedures and keep our training up to date with an awareness of latest guidance published by Keeping Children Safe in Education (KCSiE)

Ensure that we always promote inclusion and equality in our actions and professional duties

Ensure that our actions and execution of our professional duties promote British values of:

- Democracy
- Liberty
- Rule of Law
- Mutual respect
- Celebration of different cultures and religions
- Support and engage with the school's 'Living Well Strategy'
- Ensure that you follow all relevant staff conduct policies

Safeguarding

Support school's safeguarding culture and prioritise safety and well being of children in our care at all times

Value and respect the views and needs of children and young people

Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
Display commitment to the protection and safeguarding of children and young people
Work within organisational policies and procedures for safeguarding. Includes guidance from Wirral
Ensure that you report any concerns including those regarding staff members to designated staff or in the case of the head teacher to the Chair of Governors
Ensure that annual training is updated
General
Adhere to all school policies and procedures, particularly those in relation to: <ul style="list-style-type: none"> • Safeguarding • Equality and Inclusion • Personnel and Human Resources • Health and Safety • Data Protection (UK GDPR)
Participate in any performance-related appraisal arrangements made by the school
Take responsibility for completing CPD and maintaining professional knowledge, skills and understanding
Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism
Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
Ensure that all absences are reported following school's absence reporting policies

All candidates must be aware of the safeguarding nature of this work.

The school is committed to safeguarding the welfare of children and expects all staff to share this commitment.

This post is subject to an enhanced DBS check and satisfactory references.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

The successful candidates will receive a full induction for their role including safeguarding awareness and practice.

Our school promotes well-being in all staff and has committed to reducing workload.

We encourage staff to join trade associations (unions) and welcome positive input and feedback from trade associations.

In line with Keeping Children Safe in Education, we will undertake general online searches for all shortlisted candidates, this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and You Tube. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

For further information about Safeguarding procedures please refer to the school's website:

<https://www.stgeorges.wirral.sch.uk/Safeguarding/> and Wirral Council's Child Protection Procedures; <https://www.wirralsafeguarding.co.uk/procedures/>.

We also have a working with us page that explains the expectations and support for staff employed at St George's:

<https://www.stgeorges.wirral.sch.uk/page/working-at-st-georges/132493>

Personal Specification

	Essential Attributes	Desirable Attributes
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 in Children's care, learning and development or equivalent A full and relevant EYFS qualification. Click here for list Evidence of continuing professional development 	<ul style="list-style-type: none"> Foundation Degree/Degree in Playwork Relevant level 4 qualification First aid certificate Level 2 Safeguarding
Experience	<ul style="list-style-type: none"> Substantial experience within a childcare setting Substantial experience of working with children aged 3-11 Experience of planning or organising a childcare setting Experience of working with children with individual needs Experience in behaviour management 	<ul style="list-style-type: none"> Experience of carrying out staff appraisals
Knowledge and Skills	<ul style="list-style-type: none"> Ability to motivate and lead a team. Ability to deliver engaging and appropriate activities to children of all ages. Ability to take on an active play leader role whilst managing a high-quality wrap around provision. Ability to implement consistent policy and practice and ensure other members of the team are doing so. Ability to oversee a budget and prioritise spending. Knowledge of Early Years Foundation Stage Curriculum and framework Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, and confidentiality 	<ul style="list-style-type: none"> Knowledge of Ofsted Framework and Safeguarding requirements
Special Requirement	<ul style="list-style-type: none"> Strong organisational and planning skills Excellent communication skills Excellent written and spoken English. Excellent ICT skills Ability to prioritise workload whilst leading high quality play and provision. Willingness to undertake further professional development. Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools To maintain professional relationships with parents 	<ul style="list-style-type: none"> Ability to multitask and prioritise to manage conflicting demands

Verified by -