

**Kids' City**  
**Deputy Centre Manager**  
15 hours per week



Kids' City is a trading name of  
The Trojans Scheme  
Registered Charity no. 1108509  
Charitable Company No  
5347511

## **About Kids' City**

Kids' City is a vibrant charity providing a full programme of educational and recreational activities for local children aged 3-11 years.

Our empowered staff work in partnership with primary schools, families and the wider local community to ensure that children are offered the best and most positive experience with us. Deputy Centre Managers help to make it all work!

Kids' City provides some of the best working conditions to be found in the sector including *standard monthly pay, subsidised places for own children, time off in lieu, stakeholder pension, subsidised social events, and loyalty bonuses to ensure a good work-life balance*. Kids' City has its own training centre and managers receive ongoing professional development.

To find out more about Kids' City please visit: [www.kidscity.org.uk](http://www.kidscity.org.uk)

## **Job Description**

The Deputy Centre Manager will work closely with the Centre Manager in every aspect of managing the out-of-school provision and the Holiday Playscheme. This includes administration, collecting fees and keeping records of purchases so that they will be the Person In Charge in the event of the manager's absence.

A Deputy Centre Manager is responsible for overseeing the running of daily activities and ensuring that children are safe and happy during their visit, maintaining their centre according to the legislation, meeting Ofsted standards and working with the Kids' City management team.

Deputy Centre Managers work with the Charity's management team in planning programmes, promoting the scheme within the community, implementing policies, managing staff and volunteers, identifying resource needs, managing a budget and fees. The Deputy Centre Manager may also be required to collate and present simple monitoring information and they may be asked in the absence of the Centre Manager to attend a Centre Manager meeting fortnightly on a Friday between 1.30pm - 3.00pm.

Deputy Managers are engaged on a Term Time Only (TTO) or an All Year Round (AYR) basis.

<b>Pay</b>	<ul style="list-style-type: none"> <li>✓ If the Deputy steps up to Centre Manager, the hourly rate increases + 50p.</li> <li>✓ A loyalty bonus of 3% is applied each year, after 1 years service, in May (conditional that targets are met).</li> </ul> <p><b><i>NOTE: if you are in receipt of benefits or child tax credits and/or have been unemployed, check with your local centre/agency for advice on how this employment will affect you.</i></b></p>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>✓ Subsidised places: Your own children aged 3-11 may attend Kids' City services at any site for after-school/holiday schemes at subsidised rates.</li> <li>✓ Paid holiday 20 days per year which include compulsory closure last week of summer hols and two weeks at Christmas + 5 INSET days and Bank Holidays (pro rata for TTO)</li> <li>✓ Up to 10 days paid sickness or compassionate leave per year (pro rata for TTO)</li> <li>✓ Excellent further training opportunities</li> <li>✓ Good promotion prospects including project work</li> <li>✓ Friendly work environment and good support</li> <li>✓ Overtime available during holidays and through special projects</li> <li>✓ Kids' City will assist in seeking complementary employment within schools</li> </ul>
<b>Hours of work</b>	<ul style="list-style-type: none"> <li>✓ TTO: 15 hours per week (no holiday work)</li> <li>✓ AYR: as above term time + 5 weeks x 30 hours per week holiday scheme rota (5 weeks on and 5 weeks off).</li> </ul>

### **Person Specification**

Our Deputy Centre Managers are confident individuals with high integrity who enjoy management without a full time commitment. They strive for high personal and professional standards and work on their own initiative as well as engaging with the management team.

The Deputy will face daily challenges and must be capable of responding promptly and appropriately including good record keeping. They successfully balance the needs of the children in their care, the needs of their staff and themselves within the framework and financial constraints of the organisation and the national legal frameworks applied to this field.

The Deputy will be punctual, reliable and committed to working with children. They will be committed to their own professional development and to the aims of the charity, and enjoy being part of a professional team.

### **They will have:**

- ✓ NVQ level 2 or equivalent in a child-related field, *or*
- ✓ A minimum of 18 months appropriate experience, paid or voluntary, in a relevant Setting at a management or deputy level, e.g. School Office Manager, Sports Leader, Arts Leader etc can be appropriate. If in doubt please ask
- ✓ Current First Aid Certificate or prepared to train in own time within 3 months
- ✓ Current Food Hygiene Certificate or prepared to train in own time within 3 months
- ✓ Current Health and Safety Certificate or prepared to train in own time within 3 months
- ✓ Current Safeguarding Children (Child protection certificate) or be prepared to train in own time within 3 months

- ✓ Proven high professional standards
- ✓ Proven ability to organise and facilitate a programme of activities
- ✓ Good written and verbal communications skills in English
- ✓ Good numeracy and problem-solving skills
- ✓ An understanding of issues facing inner-city children

**Please help us to conserve the charity resources by reading the following:**

***Spent' convictions***

As we work with children, Kids' City is exempt from the conditions of the *Rehabilitation of Offenders Act 1974* and subsequent amendments.

This means that you must disclose any and all criminal convictions, and police cautions, even those which are considered 'spent' under the Act. Kids' City will not consider applications from people with convictions for any violent or sexual crimes.

If you think that a conviction may affect your chances when applying for work at Kids' City, please contact us for a copy of our recruitment policy which gives details of how we treat different convictions and cautions in relation to recruitment.

**To apply for the position:**

Please complete an application form and return it to Kids' City

Email: HR@kidscity.org.uk

Fax: 020 8678 0817

Or

Post: Kids' City Human Resources, Unit 4, 1-31 Morrish Road, London SW2 4EE

**Please make sure that you understand the hours of work and rate of pay before applying. Deputy Centre Managers work 15 hours a week. If you are in receipt of benefits, child tax credits and/or have been recently unemployed, check with your local centre/agency for advice on how this employment will affect you.**

It is not the policy of Kids' City to contact further those applicants who have not been invited for interview, so if you have not heard from us after the short listing date you should assume that, on this occasion, your application has not been successful. Your application will be kept on hold for a period of six months should a suitable vacancy arise. If you do not want to be considered for any other positions at Kids' City please state this in your application. If you want confirmation that we have received your application, please send a stamped address envelope with your application.

**Kids' City is an equal opportunities employer**

***Thank you for your interest in Kids' City***