



Holiday Activity Scheme Deputy Manager

Casual Position - Birchmeadow Centre, Broseley

About the Role

Broseley Town Council are seeking a reliable and enthusiastic Deputy Manager to support the management of our Holiday Activity and Food (HAF) Scheme at the Birchmeadow Centre in Broseley. This casual position involves working directly with children during holiday periods and assisting with various administrative tasks both during and outside of regular scheme dates.

Salary: Competitive hourly rate based on experience

Key Information

- **On-site Hours:** 9:00am - 1:00pm scheme operation, plus additional hours for planning, setting up and closing down
- **Work Periods:**
 - Easter holidays (4 days)
 - Summer holidays (16 days)
 - Christmas holidays (4 days)
- **Additional Hours:** Some administrative support tasks to be completed outside of regular operating dates
- **Location:** Birchmeadow Centre, Broseley
- **Attendees:** Up to 40 primary school children per day

Main Responsibilities

During Scheme Operation:

- Assisting the Scheme Manager in the day-to-day running of the holiday activity scheme
- Leading and supervising activities when required
- Supporting staff, volunteers and entertainers
- Ensuring the safety and wellbeing of all children
- Maintaining accurate attendance records
- Addressing parental queries and concerns
- Supporting meal service coordination
- Stepping into the Scheme Manager role when

Outside Regular Dates:

- Assisting with activity planning and preparation
- Supporting the booking process
- Helping prepare registers and documentation
- Contributing to risk assessments
- Inventory checking and resource preparation
- Assisting with staff coordination

Requirements

- Experience working with children in a play scheme, school, or similar setting
- Minimum level 2 or 3- or three-years' experience in a childcare/nursery/school/youth setting
- Understanding of safeguarding and child protection procedures
- Good organisational and administrative abilities
- Strong communication skills
- Ability to lead activities for primary-aged children
- Basic computer literacy for administrative tasks
- Knowledge of health and safety in a childcare environment
- Flexibility and ability to adapt to changing situations
- Paediatric First Aid (or willingness to obtain)
- Safeguarding Trained
- Food Hygiene Trained.

Qualifications

Must hold one of the following Key qualifications:

- Level 3 qualification in childcare or play work (minimum standard)
- Level 4 or 5 in childcare, play work, or relevant field for management positions
- Relevant degree in childhood studies, education, or youth work
- CACHE (Council for Awards in Care, Health and Education) qualifications
- QTS (Qualified Teacher Status) or EYTS (Early Years Teacher Status)

How to Apply

Application packs can be downloaded from the town council website here: <https://broseley-tc.gov.uk/vacancies> or alternatively a pack can be collected from Broseley Library.

Closing date: 7 June 2025

This position is subject to an enhanced DBS check and suitable references.

We are committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

