



Job Description

After school club/Wrap Around Manager

Salary grade: H4 (pro rata)

Hours

- 15 hours per week
- 3:00pm-6:00pm (Monday-Friday)
- Fixed term

(initially this will be fixed term with the possibility of extending)

Reporting to: Headteacher

Main purpose

- To take responsibility for the care and provision in place for all children attending the school's wrap around care provision.
- To take responsibility for the management of staff and resources associated with the wrap around provision.
- To ensure that all legal and statutory requirements are fulfilled.

Key duties and responsibilities

- To prepare, maintain and monitor a safe and secure environment for the children
- To monitor, audit and order resources as required
- To ensure resources are in an appropriate condition.
- To liaise frequently with parents and carers effectively
- To develop inclusion by: facilitating participation; helping to build confidence and self-esteem; promoting a sense of independence; encouraging and supporting children to reach their full potential.
- To plan and implement activities that engage children's interest in learning.
- To assess and record children's personal, social, emotional, physical and intellectual development.
- To require a high standard of behaviour, encouraging children to develop relationships with others and to recognise and deal with their emotions
- To establish, develop, monitor and maintain positive relationships.
- To administer First Aid (as appropriate) and ensure effective records are kept
- To ensure food is handled safely and pupils dietary/health care requirements are effectively catered for
- To ensure that all wrap around assistants are effectively inducted, supported and supervised to maximise children's learning.
- To ensure that staff are appropriately deployed and directed within the provision.
- To prepare staff for OFSTED inspection.
- Be one of the school's deputy designated safeguarding leads with specific responsibility for this role during the delivery of wrap around provision



Health, Safety & Safeguarding:

- Be aware of and comply with all school policies and specifically procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person/agency (as required)
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Ensure the wrap around provision is tidy, clean and well maintained

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.
- Take direction from senior colleagues

Management of staff and resources:

- Direct, supervise, support and line manage the wrap around assistants
- Monitor quality and standards of resources delegated to them.
- Communicate regularly with the admin team and senior staff to ensure food is ordered, delivered and stored effectively.

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

Communication & Record keeping:

- Communicate effectively with all stakeholders
- Ensure effective record keeping and liaison with senior staff in regards to child protection, first aid, planning, registers and pastoral concerns

Signed: _____

Date: _____



Person specification

| CRITERIA | REQUIREMENTS |
|--------------------------------------|--|
| Qualifications and experience | <ul style="list-style-type: none"> ● Appropriately qualified in child care or education (ideally this will be to Level 3 or equivalent) ● Successful, recent experience working with children in a school, early years provider or wrap around provision ● Relevant safeguarding training ● First Aid Trained ● Completed training on Hygiene, Food Safety and other Health & Safety Training |
| Skills and knowledge | <ul style="list-style-type: none"> ● Good knowledge of Health & Safety ● Strong understanding of safeguarding and other responsibilities as set out in DfE guidance in Keeping Children Safe in Education, 2024, EYFS statutory framework and Wrap Around/Child care guidance ● Knowledge of effective teaching and learning strategies ● A good understanding of how to provide a safe, stimulating environment ● Ability to adapt activities within the provision to meet pupils' needs and support pupils with SEN/D ● Ability to build effective working relationships with pupils and parents ● Knowledge of guidance and requirements around safeguarding children ● Knowledge of effective behaviour management strategies ● Strong understanding of Food Safety, Hygiene & Managing Medical Needs Safely. ● Good ICT skills, particularly using ICT to complete records ● Able to use MIS systems such as Arbor and other systems eg. CPOMs |
| Personal qualities | <ul style="list-style-type: none"> ● A commitment to getting the best outcomes for all pupils and supporting the Christian ethos and values of the school ● High expectations and standards for provision ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality |