

Wrap Around Care Manager

Purpose of the job: To lead a team of practitioners to offer a safe, stimulating environment with high quality creative play opportunities for our pupils, before and after the normal school day.

Key Responsibilities:

The Setting

- Maintain a safe and stimulating play environment and assist with developing opportunities which encourage children's social, physical, intellectual, creative, and emotional development through play.
- Plan, prepare and deliver a programme of activities in each club which meet the children's individual developmental needs.
- Observe and assess the children's development, keeping records of their achievements.
- Manage refreshments and snacks in line with each school's policy.
- Follow safeguarding procedures in accordance with the school's policies and procedures.
- Ensure that the clubs are a safe environment for children, equipment is safe, standard of hygiene is high, safety procedures are implanted at all times and fire drills / evacuation procedures are carried out effectively.
- Administer First Aid

The Management

- Help recruit then lead, manage and organise a team of workers to assist you. Ensure staff training needs are met and maintained.
- Be responsible to a member of the senior team designated to you, meeting regularly and reporting any issues or concerns with the children or the setting. Sharing ideas for the development of the provision.
- Carrying out day to day administration ensuring records are properly maintained e.g. attendance register, accidents and incidents.
- Order materials and equipment keeping to an agreed budget.
- Set up and maintain a booking and payments system for the clubs.
- Ensure that all legal and statutory requirements are implemented and provide reports as required.
- Liaise with parents and carers informing them about the club and its activities. Exchange information about the children's progress.

The post holder has a responsibility to actively implement the school's commitment for the safety and welfare of young children/young people.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.