

JOB DESCRIPTION

Post Title : **Wraparound Care Assistant**
Location : **Buntingford First School**

Job Purpose

- To provide support and care for the children who attend wraparound care at Buntingford First School.
- To be part of a team providing a safe and stimulating environment for the children with appropriate play opportunities and planned activities.

Main Areas of Responsibility

- To assist the Club Manager as appropriate to ensure the smooth and reliable operation of the club.
- To promote an inclusive club which does not discriminate on the grounds of race, disability or culture.
- To help ensure the arrival and departure of children is recorded and monitored.
- To assist in ensuring the safety of all those children attending the club in the event of a fire / drill or other emergency.
- To provide care and support for children who have additional needs.
- To promote healthy eating and lifestyle.
- To act in a responsible manner and role model at all times.
- To assist in completing risk assessment forms.
- To be responsible with other team members, for ensuring that play materials and equipment are properly used, maintained and stored.
- To ensure that our rooms are kept clean and tidy.
- To hold a paediatric first aid qualification or be prepared to become qualified.

Knowledge, Experience & Training

- Be aware of, and comply with, policies and procedures relating to: child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- Contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.
- To ensure confidentiality of children and staff at all times.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.