



Scholars' Education Trust

JOB DESCRIPTION

Title of job : **Wrap Around Care Assistant**
Location : **Harpenden Academy**

The role is to provide support and care for the children who attend the after school club at Harpenden Academy.

Duties and responsibilities

- To assist the Club Manager and Deputy as appropriate to ensure the smooth and reliable operation of the clubs
- 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 ensure confidentiality.
- To be part of a team providing a safe and stimulating environment for the children with appropriate play opportunities and planned activities.
- To promote healthy eating
- To act in a responsible manner and role model at all times.
- To be responsible with other team members, for ensuring that play materials and equipment are properly used, maintained and stored.
- To ensure that our room is kept clean and tidy, tables wiped, floors kept clear and cleaned. Toys stored correctly.
- To hold a paediatric first aid qualification or be prepared to become qualified.

Support for the school:

- 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.

- Be aware of, and support, difference and ensure that the school's equalities and diversity policies are followed.
- The jobholder is required to 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.
- The jobholder is managed by the Wrap Around Care Manager. All non-routine decisions are referred upwards.
- The jobholder works with all members of staff in the school and has frequent contact with parents and visitors.

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.