

St Barnabas Multi Academy Trust

Job Description

| | |
|------------------------------------|--|
| Title | Wrap Around Care Assistant |
| Salary grade | D |
| Responsible to | Executive Headteacher, Head of School |
| Line Manager | Head of School |
| Important functional relationships | Internal: School Administrative Assistant, Academy Finance/Admin Team, Head Teacher, school staff, Governors, pupils External: Parents, visitors to the school, external contractors. |
| Main Purpose of role | To carry out the professional duties of a Breakfast Club or After School Club Assistant as circumstances may require and in accordance with the school's policies under the direction of the Head of School. |
| Duties and responsibilities | <p>Plan sessions for children who attend ensuring they are engaged in appropriate activities each session.</p> <p>Set up a welcoming environment for children and other adults.</p> <p>Be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits and experience.</p> <p>Be responsible for ensuring children are signed in and out of school appropriately.</p> <p>Liaise with the School Office, be responsible for administrative tasks including bookings and payments,</p> <p>Provide support for individual pupils to enable them to fully participate in activities.</p> <p>Provide regular feedback about the children to other staff.</p> <p>Be able to administer first aid and meet the medical needs of the children.</p> |

Be able to support the organisation and administration of health and safety protocols within school.

Prepare and serve appropriate, simple food.

Serve children and encourage good table manners.

Ensure food is stored appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy.

Audit foodstuffs and check 'use by' dates.

Be responsible for all resources and produce a regular audit and spending suggestions to the Head of School.

Fully adhere to and promote St Barnabas MAT Safeguarding Policies.

Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with St Barnabas MAT policies and procedures.

Operate at all times within the stated policies and practices of St Barnabas MAT.

Establish effective working relationships and set a good example through presentation and personal and professional conduct.

Endeavour to give every child the opportunity to reach their potential and meet high expectations.

Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.

Take responsibility for your own professional development and duties in relation to school policies and practices.

Liaise effectively with parents and governors.

Understand the importance of confidentiality in a school and maintain high levels of confidentiality.

To secure the site at the end of the day and act as a keyholder.

| | Person Specification | |
|------------------------|---|---|
| | Essential | Desirable |
| Relevant Experience | <p>Experience of working with children.</p> <p>Ability to use your own initiative.</p> | <p>Experience of supporting children in a similar environment.</p> <p>-</p> |
| Education and Training | <p>Attainment of GCSE qualifications or equivalent to include Maths and English at Grade C or above.</p> | <p>Food Hygiene qualification</p> <p>First Aid Qualified</p> |
| Knowledge and Skills | <p>Have a good understanding of safeguarding, reporting all concerns in line with school policy and always put the needs of the children first (training provided).</p> | |
| Additional | <p>Able to use language and other communication skills that children can understand and relate to.</p> <p>Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.</p> <p>Able to consistently and effectively implement agreed behaviour management strategies.</p> <p>Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.</p> | <p>-</p> |

| | | |
|--|---|--|
| | <p>Able to work within and apply all relevant school policies</p> <p>Able to work effectively as part of a team</p> <p>Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:</p> <p>motivation to work with children and young people.</p> <p>ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>emotional resilience in working with challenging behaviours</p> <p>attitude to use of authority and maintaining discipline.</p> <p>able to work in partnership with other agencies.</p> <p>safeguarding of children and young people.</p> | |
|--|---|--|