



JOB DESCRIPTION

WRAP AROUND CARE ASSISTANT

GLT Support Staff 1B-2

Accountable to: Wrap Around Care Lead

Purpose of Job:

- To provide support and care for the children who attend wrap around care at Great Missenden C of E Primary School; ensuring children have a positive start and finish to their day at school.
- To be part of a team providing a safe and stimulating environment for the children with appropriate play opportunities, planned activities and healthy food.

Duties and Responsibilities

To assist the Club Lead as appropriate to ensure the smooth and reliable operation of the club including:

- Ensuring the safe arrival of children and delivery to carers at the beginning and end of the club sessions.
- Ensuring the arrival and departure of children is recorded and monitored on the registers including School Gateway/Arbor as appropriate and inline with our wider school arrival and end of day processes.
- Setting up the room for daily activities and aiding with the care and cleanliness of the room and equipment, tidying the room at the end of the day.
- Helping plan and deliver safe, creative, appropriate activities in a fun and caring environment.
- Preparing and serving snacks and food for the children ensuring that hygiene, health and safety measures are met.
- Promote healthy eating and lifestyle.
- Positive management of children's behaviour and to act in a responsible manner and role model at all times
- Keeping children safe and minimising risks in the wrap around care environment
- Administering and recording first aid as appropriate.
- Be aware and apply the school's policies and procedures.
- Participating in appropriate school-based meetings and training activities within contracted hours.

Whilst every effort has been taken to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is an expectation that the post holder will carry out any other reasonable duties or requests in keeping with this post or as may be determined from time to time by the Headteacher. The Post holder will contribute to the school's objectives in service delivery by:

- Supporting the school by adhering closely to policies and procedures and being a good role model of the school's vision and values
- Being professional at all times
- Adhering to the school's safeguarding procedures and attending relevant child protection training when required
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with GDPR legislation
- At all times operating within the school's Equal Opportunities framework