



Queen's College Preparatory School

Established 2002

Wraparound Care Leader and Clubs Leader

Reporting to: School Office Manager

The Role

The Wraparound Care Leader and Clubs Leader plays a key role in the daily life of the Prep School, leading high-quality before- and after-school care and overseeing a stimulating extra-curricular clubs programme for pupils aged approximately 4–11.

This post requires a confident, caring and organised professional who understands the developmental, pastoral and practical needs of younger children and who can create a safe, happy and enriching extended-day experience that supports both pupils and families.

Key Responsibilities

Wraparound Care

- Lead and manage the Prep School's breakfast and after-school care provision, ensuring a calm, welcoming and well-structured start and end to the school day. This runs from 7.30 -8.30am and 3.00pm to 6.00pm, Monday to Friday in term time. (You are not required to be at every session, but ensure appropriate staffing is in place.)
- Ensure accurate registers are created and maintained with effective communication to the School Office and Class teachers.
- Plan and deliver a varied programme of creative, physical and play-based activities suitable for EYFS and Key Stage 1 & 2 pupils.
- Promote positive behaviour, kindness and independence in line with Prep School values.
- Ensure pupils are well-supervised, nurtured and engaged, responding sensitively to individual needs.
- Manage daily routines including drop-off, collection, snacks, activities and transitions.
- Liaise with catering over the provision of appropriate food options for each session, managing allergies and dietary choices.
- Maintain accurate registers and communicate effectively with class teachers and parents.

Staffing & Organisation

- Line-manage wraparound care staff, including rotas, cover, induction and ongoing

support.

- Model excellent practice in working with young children and support staff professional development.
- Ensure appropriate staffing ratios and compliance with EYFS and school policies.
- Track staff hours and ensure hours are communicated to payroll in a timely manner.

Clubs Co-ordination (Prep School)

- Working with the Office Manager, to co-ordinate a broad, age-appropriate clubs programme that complements the Prep School curriculum.
- Work with Prep staff and external providers to ensure clubs are fun, purposeful and well-structured.
- Ensure clubs promote confidence, creativity, teamwork and enjoyment.
- Oversee timetabling, rooming, registers and communication with parents.
- Monitor quality, pupil engagement and attendance, adapting provision where necessary.

Safeguarding, Welfare & Pastoral Care

- Actively promote the safeguarding and wellbeing of all pupils at all times.
- Follow safeguarding, child protection and health & safety procedures consistently and confidently.
- Maintain a strong pastoral presence, building trusted relationships with pupils and families.
- Report and record concerns in line with school policy and statutory guidance.
- Adhere to EYFS regulations on wraparound care.

Administration & Development

- Assist with planning and development of Prep School wraparound provision.
- Ensure bookings are accurate and communicate regularly with the Finance Team.
- Support the promotion of clubs and wraparound care to current and prospective families.
- Contribute ideas to further enhance the Prep School's extended day offer.
- Attend relevant staff meetings, training and school events as required.

Other Duties

- Undertake other reasonable duties that are commensurate with the post, as required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate is highly likely to have the following skills and experience:

Essential

- Experience working with children in a prep school, primary school, EYFS or childcare setting.
- Strong understanding of the needs of children aged 3 –11.
- Proven ability to plan engaging, age appropriate activities.
- Experience of leading or supervising staff.
- Excellent organisational and communication skills.
- Warm, calm and nurturing manner, with clear boundaries and high expectations.
- Sound knowledge of safeguarding and child welfare requirements.

Desirable

- Relevant qualification in childcare, playwork, education or youth work.
- Experience coordinating extra-curricular or extended day programmes.
- Paediatric First Aid qualification (or willingness to train).
- Experience in an independent or preparatory school environment.

Terms and Conditions

- Permanent position
- Full-time, term time with additional agreed days
- Start date: September 2026 (or late August)
- The salary for this role is £30,000 - £35,000 FTE negotiable
- Normal working hours: 11.00am – 6.15pm, Monday to Friday. (There is flexibility over the hours across the school day)
- Training and support will be provided
- Free lunch in the Dining Hall during term time
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.