

# Job Description

**Post:** Wraparound Care Manager  
**Responsible to:** Office Coordinator / Headteacher

## Core Purpose

Under the indirect supervision of senior staff, you will supervise the team responsible for the provision of a stimulating and seamless service of education and care which meets the learning and development needs of each child and fulfils Ofsted requirements.

## Leadership and Management

- To manage and lead a team of after school staff within a friendly and supportive atmosphere.
- Organise a clear rota for each day so each after school club staff member knows where they are and what their responsibilities entail on each day
- To contribute to, and support the team when planning, implementing, facilitating and evaluating activities
- To attend, participate and lead meetings & training sessions either during normal working hours or at other reasonable times as required such as Inset Days
- To undertake appropriate training/staff development and ensure other staff are adequately trained as required
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure that all staff, children and families are treated in a fair and equitable manner in accordance with the Equal Opportunities Policy;
- To undertake any other duties as appropriate and as directed
- Ensure the School's values, policies and procedures are adhered to.
- Identify areas for growth in attendance at the club.
- Ensure staff are aware of children's medical needs and safeguarding contexts where appropriate.

## Organisation and Communication

- To liaise and maintain good communication with the school office staff to ensure the smooth running of the clubs
- To ensure that cover is in place if staff members are absent, ensure appropriate staff ratios are maintained at all times and liaise with the Office Coordinator about staff absences in a timely manner
- To effectively liaise with school office staff to carry out day to day administration, record keeping, ordering and purchasing materials and equipment
- To ensure records are properly maintained e.g. register, policies, accident and incident book
- Liaise with the Office Coordinator regarding ordering resources
- To demonstrate an ability to work and communicate effectively with other team members, children, parents & carers;

- Use the Community Kitchen to prepare nutritional snacks, drinks and light meals.
- Work with the Catering Manager to ensure the meals meet school food standards and allergen data is maintained.
- Maintaining working relationships with all other site users

### **Education and Care of Children**

- Contribute to the development of a seamless service for children where education and care are part of the daily experiences for all children.
- To provide full care for the children including maintaining a register of children attending the club on the agreed school platform, following up any unexpected absences and the safe delivery to parents and/or named carers at the end of each session
- To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children and encouraging parental involvement
- Develop and implement quality care and education
- To plan, implement and evaluate a range of stimulating activities, indoor and outdoor, relevant to the age, stage and needs of the children in attendance (including creating a timetable of daily activities to ensure a variety of activities that are age appropriate)
- Provide opportunities for children to continue learning outside the classroom using school facilities
- To ensure children are consulted and involved in shaping the Clubs' activities
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

### **Health and Safety**

- To ensure that the after-school provision is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively
- To provide safe, creative, appropriate play opportunities
- Support staff in applying behaviour management strategies and techniques to manage behaviour constructively in line with the School's Behaviour Policy.
- To ensure a clean, tidy environment and packing away tables and equipment at the end of the day
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be trained and ready at all times for emergency situations
- Working towards or hold a Level 3 Food Hygiene Certificate.

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification

	Essential	Desirable
Right to work in the UK	*	
Enhanced DBS check	*	
<b>Qualification</b>		
Excellent numeracy/literacy skills		*
NVQ Level 3 for Teaching Assistant (or recognised equivalent qualification).		*
Level 3 Food Hygiene – Training can be provided		*
Paediatric First Aid		*
Evidence of continuing professional development in childcare, play and out of schools services	*	
Have good ICT skills	*	
<b>Experience</b>		
Relevant experience of working in a child-centred environment.	*	
Experience of supervising people	*	
Experience with planning and resourcing activities	*	
<b>Knowledge/Skills</b>		
Full working knowledge of relevant policies/codes of practice.	*	
Understanding of principles of child development and learning processes.		*
Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work.	*	
Well-developed interpersonal skills to be able to relate well to a wide range of people.	*	
Good organising, planning and prioritising skills.	*	
Organised with a good attention to detail.	*	
Ability to lead a small team and work as part of a multi-disciplinary team	*	
Understanding of Health and Safety and food hygiene legislation.		*
Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations.	*	
Ability to work flexibly and have an open and flexible attitude.	*	
Good communication skills – written and oral – and the ability to communicate with diverse audiences.	*	

Ability to create an inspirational and stimulating child centred play and care environment.	*	
Knowledge of First Aid (willing and able to administer First Aid for minor injuries) – Training can be provided		*
<b>Experience</b>		
Builds personal relationships with stakeholders, through regular contact and consultation.	*	
Coaches and empowers team members to take responsibility for ensuring care to key stakeholders.		*
Accepts support	*	
Identifies potential issues and quickly implements change.	*	
Identifies and promotes best practice and encourage the sharing of ideas.	*	
Proactively seek opportunities to increase job knowledge	*	
Proactive with the ability to work using own initiative	*	
Works with others to resolve differences of opinion and resolve conflict.	*	
Takes quick and effective action	*	
Takes responsibility for own and team actions.	*	
Demonstrates focused implementation of role and responsibilities.	*	
Builds strong team ethos where everyone feels valued.	*	
Provides timely, sensitive and honest feedback on performance.	*	
Professional, friendly and approachable	*	