

### Wrap Around Care Assistant Manager

#### Purpose of the job:

To assist the Wraparound Care Manager in leading a team of practitioners to offer a safe, stimulating environment with high quality creative play opportunities for our pupils, before and after the normal school day and potentially during the school holidays.

#### Key Responsibilities:

- Maintain a safe and stimulating play environment and assist with developing opportunities which encourage children's social, physical, intellectual, creative, and emotional development through play.
- To assist in the day to day planning and preparation in order to deliver a programme of activities both curriculum and play based in order to meet the children's individual developmental needs.
- Observe and assess the children's development, keeping records of their achievements.
- Assist in Managing refreshments and snacks in line with each school's policy.
- Follow safeguarding procedures in accordance with the school's policies and procedures.
- Ensure that the clubs are a safe environment for children, equipment is safe, standard of hygiene is high, safety procedures are implanted at all times and fire drills / evacuation procedures are carried out effectively.
- Administer First Aid as appropriate

#### Expectations

Responsible to the Wraparound Care Manager, you will meet regularly and report on any issues or concerns with the children or the setting.

To have a warm and caring nature but being firm and strong where needed.

You will sharing ideas for the development of the provision.

Knowledge share of experiences where possible as well as sharing of ideas for new curriculum planning for the wraparound provision

To assist in staff training and ensure that their needs are meet and maintained.

Carrying out day to day administration where needed ensuring records are properly maintained e.g. attendance register, accidents and incidents.

Assist in ensuring that all legal and statutory requirements are implemented

To assist in future recruitment, on-boarding and training of all practitioners as well as assisting with ongoing development of each person.

Liaise with parents and carers informing them about the club and its activities. Exchange information about the children's progress.

All post holders have a responsibility to actively implement the school's commitment for the safety and welfare of young children/young people.

This job description sets out the duties of the above post at the time it was drawn up. The Head teacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.