

Wrap Around Provision 'The Canopy Manager' Job Description

Job Title: The Canopy Manager (Breakfast and After School Club)

Reports to: Headteacher

Hours: 19.5 hours per week, term time only (38 weeks)

Breakfast 7:30 – 9am Monday – Friday

Afterschool 3 – 6pm Monday –Thursday

Salary: NJC PayScale – Point 6 = £13.47 per hour = £9,875.82 per year

Purpose of the Role

To lead and manage the safe, effective and welcoming day-to-day operation of Meridian Primary School's wraparound provision, The Canopy, including Breakfast Club and After School Club. The Canopy Manager will ensure the delivery of high-quality, inclusive childcare that promotes children's wellbeing, development and enjoyment in a safe, caring and stimulating environment. The post holder will provide effective leadership to the wraparound team, oversee the administration and organisation of the provision, and work collaboratively with school leaders to develop, improve and expand the service to meet the needs of the school community.

Main Duties and Responsibilities

Leadership and Management

- Lead the day-to-day operation of the wraparound provision, ensuring sessions run safely, efficiently and in accordance with school policies and procedures.
- Line manage, support and motivate the wraparound team, providing day-to-day guidance and promoting high standards of practice.
- Prepare staff rotas and arrange appropriate cover in the event of staff absence to ensure statutory staff-to-child ratios are maintained.
- Monitor staff performance and contribute to supervision, training and professional development.
- Foster a positive, supportive and collaborative team culture focused on delivering high-quality childcare.

Childcare and Play

- Ensure a safe, caring and inclusive environment where children can enjoy a wide range of creative, physical and recreational play activities.
- Lead the planning and organisation of engaging, age-appropriate activities that support children's social, emotional, physical and creative development.
- Ensure all children are fully included, recognising and responding appropriately to individual needs, including those with additional needs or medical conditions.
- Support positive behaviour and children's wellbeing in line with the school's Behaviour Policy.



Safeguarding and Child Protection

- Safeguard and promote the welfare of all children in accordance with the school's Safeguarding and Child Protection Policy and statutory guidance.
- Undertake Deputy Designated Safeguarding Lead (DDSL) training and act as the Wraparound Provision Safeguarding Lead, liaising closely with the school's Designated Safeguarding Lead.
- Maintain professional curiosity and remain vigilant for signs of abuse, neglect or safeguarding concerns.
- Ensure safeguarding concerns are recorded promptly on MyConcern and reported in accordance with school procedures.
- Ensure all wraparound staff understand and follow safeguarding expectations and statutory guidance.

Health, Safety and Welfare

- Promote and maintain a safe environment by ensuring all Health and Safety procedures are implemented consistently.
- Oversee daily safety checks and risk assessments of indoor and outdoor areas, equipment and resources.
- Ensure high standards of cleanliness, hygiene and organisation are maintained throughout the provision.
- Monitor compliance with food hygiene, infection prevention and allergy procedures.

First Aid and Medical Needs

- Be willing to undertake and maintain a Full Paediatric First Aid qualification.
- Ensure appropriate first aid provision is available during all sessions.
- Respond appropriately to accidents, incidents and medical emergencies.
- Ensure accurate recording of accidents, injuries, medication administration and incidents in accordance with school procedures.
- Support children with medical conditions in line with individual healthcare plans.

Food Provision

- Plan and oversee a healthy, varied breakfast and snack menu that accommodates dietary, allergy and medical requirements.
- Manage the ordering of food, refreshments and consumable resources within the allocated budget.
- Ensure food preparation and service complies with food hygiene regulations and school procedures.

Administration and Organisation

- Oversee attendance registers for the wraparound provision, working closely with the school office to ensure records are accurate and up to date.
- Maintain accurate records relating to attendance, accidents, incidents, medication, risk assessments and safeguarding.
- Monitor occupancy levels and contribute to planning for future demand and capacity.
- Ensure children are safely collected by authorised adults in accordance with school procedures.



Communication and Partnership Working

- Develop positive relationships with parents and carers, acting as the first point of contact for day-to-day queries relating to the wraparound provision.
- Liaise effectively with teaching staff, the school office and senior leaders to ensure continuity of care for pupils.
- Promote effective communication between wraparound staff, school staff and families.

Quality Assurance and Development

- Monitor and evaluate the quality of the provision to ensure consistently high standards of care, play and safeguarding.
- Lead continuous improvement initiatives, seeking feedback from children, families and staff to enhance the service.
- Work with the Headteacher and School Finance Lead to develop, promote and expand the wraparound provision, ensuring it remains financially sustainable and responsive to the needs of the school community.
- Support the development of new opportunities, resources and activities to enhance children's experiences.

Financial and Resource Management

- Manage resources efficiently and responsibly within agreed budgets.
- Monitor stock levels and arrange the purchase of equipment, food and consumable items as required.
- Support the Headteacher and School Finance Lead in monitoring income, expenditure and future planning for the provision.

Team Working

- Work collaboratively with colleagues across the school to ensure the smooth running of the wraparound provision.
- Promote a culture of continuous improvement, reflective practice and teamwork.
- Undertake reasonable additional duties to support the effective operation of the provision.

General Responsibilities

- Act at all times in accordance with the school's policies and procedures, including:
 - Safeguarding and Child Protection
 - Keeping Children Safe in Education (KCSIE)
 - Health and Safety
 - Behaviour
 - Equality, Diversity and Inclusion
 - Confidentiality and Data Protection (UK GDPR)
 - First Aid and Medical Needs
 - Whistleblowing
- Demonstrate professionalism, reliability and a strong commitment to safeguarding children.
- Maintain confidentiality regarding pupils, families and staff at all times.
- Undertake safeguarding, health and safety, Full Paediatric First Aid, Designated Safeguarding Lead and other relevant training as required.



- Promote the school's values and positively represent Meridian Primary School within the wider community.

Other Information

The post holder is responsible for safeguarding and promoting the welfare of children and young people and is expected to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory references and all other pre-employment checks in line with Keeping Children Safe in Education.

This job description outlines the main duties and responsibilities of the post at the time it was prepared. It is not intended to be an exhaustive list of all tasks. The post holder may be required to undertake other duties that are reasonable and consistent with the nature, level and grading of the post, as directed by the Headteacher.

Signed..... (Canopy Manager)

Signed..... (Headteacher)

Date.....