

**Job Title:** Wrap Around Club Assistant

**Grade:** 5

**Responsible To:** Head Teacher

**Key Relationships:** Head teacher, School Office, Site Manager, Wrap around team and Parents

**Job Purpose:** To perform and supervise the day-to-day organisation and operational aspects of the club to provide a safe, stimulating, fun, approachable and well managed Afterschool Club. The club fully supports its equal opportunity policy, and aims to show care, appreciation and respect to every individual member or child. To fulfil all legal and statutory requirements; to contribute to and implement all club policies.

**Main Duties and Responsibilities:**

1. To encourage and support the team to provide a safe and stimulating environment for the children providing creative and appropriate play and relaxation opportunities.
2. To promote the club image and ethos and ensure the implementation of all club systems.
3. Inform WAC leader of any cancellations, amendments, bookings in accordance with the club's registration terms and conditions.
4. To assist the WAC leader to maintain records of members' details and information required to meet the individual needs of the children.
5. To supervise all staff including any volunteers. Ensure all registration and supervision procedures are adhered to.
6. To record and inform parents of any incidents or accidents relating to their children, obtaining the parent's signature on the appropriate documentation.
7. Administer first aid as appropriate.
8. To build and encourage club-parent partnerships. Promote communication and involvement and facilitate new ideas.
9. Ensure correct levels of supervision and care at all times. Children must never be placed in a vulnerable or wanting situation at any time.
10. Assist the club with promotional activities and encourage new membership.
11. To undertake personal development reviews, appraisals, and training.
12. To undertake any other duties that may become necessary from time to time.
13. Assist in planning programs of activities appropriate to the age and ability of the group.
14. Be aware at all times of appropriate Safeguarding, Health & Safety, and Intimate Care procedures.
15. Be aware and apply the school's policies and procedures.
16. To ensure all equipment, premises, care, maintenance and security needs are met through regular meetings. Identify and procure the necessary equipment through discussion with your team and the club's children.
17. To develop a communication pathway between the club and the team to deliver a club that strives for the best for its children and staff, ensuring that it is innovative and caring.

## Health and Safety

- To comply to legal responsibilities and duties under the Health and Safety Act and The Children's Act Regulations.
- To take reasonable care for health and safety of self and of persons who may be affected by your acts or omissions at work.
- To conduct fire safety procedures, monitor the condition of play equipment and support all responsibilities and activities of the club's policies on Equal Opportunity, Child Protection, and Food safety.
- Be fully aware of all emergency and security procedures. Ensure general wellbeing of children at all times.

## Special Instructions

- To attend all staff meetings and fire drills, as required.
- To attend training as required (may sometimes be outside of working hours with prior notice).
- To respect the confidential nature of personal information.

## SPECIAL FACTORS:

### Subject to the duration of the need, the special conditions given below apply:

- a. The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c. Expenses will be paid in accordance with the Local Conditions of Service.
- d. This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service (DBS) regarding any previous criminal record.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## Person Specification

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>An appropriate childcare qualification and/or willing to train</li> <li>A current first aid certificate</li> <li>Valid food hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>An understanding of good quality childcare and child development.</li> <li>Ability to provide and facilitate safe and creative play</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int/Ref</li> <li>App/Int/Ref</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of health and safety issues.</li> <li>Show respect and understanding to children's individual needs.</li> <li>Understanding and commitment to Equal Opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Effective communicator (Oral and written) at all levels.</li> <li>Good interpersonal skills and customer service skills.</li> <li>Ability to organise and delegate to staff.</li> <li>Self-motivated, confident reliable and flexible.</li> <li>Able to accept responsibility and show initiative</li> <li>Team member</li> <li>Positive, bright cheerful and outgoing. Open, honest, trustworthy and caring. Supportive and a good listener. creative and diplomatic.</li> <li>Sense of humour, adaptable, professional, approachable, patient and considerate. Good mental and physical health.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equal Opportunities, and the ability</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int</li> </ul>

to apply this to strategic work and day-to-day situations			
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995</li> </ul>	✓		Med

**Key for Person Specification:**

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)