



JOB DESCRIPTION

JOB TITLE	Wraparound Care Manager
SECTION	Preparatory School
LINE MANAGER	Head of Administration & Operations
RESPONSIBLE TO	Head of the Preparatory School
CONTRACT TYPE	Permanent, Part-Time
HOURS	14:00 – 18:00, Monday to Friday (term time only) – c.37 weeks per year.
SALARY	Competitive, commensurate with experience

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Forest Prep School is seeking an exceptional Wraparound Care Manager to lead and develop our after school care provision. This is a customer-facing role that sits at the heart of the school's pastoral and operational life, requiring an individual of immaculate professional presentation and natural warmth.

The Wraparound Care Manager will be the primary point of contact for families using after-school care, ensuring that every pupil's experience is happy, safe, stimulating and well-organised. The post-holder will collaborate with a team, hold overall responsibility for the day-to-day rota, and work in close partnership with the Head of Administration & Operations to ensure provision of the highest standard, consistent with Forest School's values and independent school ethos.

KEY RESPONSIBILITIES:

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Leadership and Management of the Wraparound Care Team

- Lead, manage and inspire the team of Wraparound Care Assistants, setting high expectations for professional conduct, presentation and pupil care.
- Plan, publish and manage the daily and weekly rota for all Wraparound Care staff, ensuring adequate and appropriate staffing at all times.
- Conduct regular team meetings and briefings, ensuring that all staff are well-informed, well-supported and working cohesively.
- Induct new members of the team, ensuring that all staff understand and adhere to school policies, procedures and expectations.
- Monitor team workload and wellbeing, fostering a positive, collegiate working environment.

Pupil Experience and Care

- Take personal responsibility for the quality of the wraparound care experience, ensuring it is consistently warm, stimulating and reflective of the school's high standards.
- Supervise and support pupils during after-school care, ensuring their safety, happiness and access to appropriate activities.
- Help design and maintain a rich programme of activities suited to the age range (Reception to Year 6) that promotes social, creative, physical and emotional development.
- Establish constructive, respectful relationships with individual pupils, responding to their needs with care and professional judgement.
- Ensure that all pupils feel included, valued and well-cared for throughout the session.
- Oversee the provision of snacks and tea for pupils, maintaining a careful awareness of dietary requirements, food allergies and individual health needs.
- Manage pupil behaviour calmly and consistently in accordance with the school's Behaviour Policy, maintaining an orderly and nurturing environment.
- Attend to minor injuries and ensure that all incidents are logged appropriately; seek immediate assistance for more serious injuries.

Parent and Family Relations

- Act as the primary, professional point of contact for families using the wraparound care provision, maintaining consistently high standards of communication and personal presentation.
- Welcome parents and carers at the start and end of sessions with courtesy and confidence, representing the school with warmth and professionalism.
- Communicate proactively and sensitively with parents regarding their children's wellbeing and any concerns that arise.
- Liaise with Form Teachers and the Deputy Head Pastoral where there are concerns relating to a pupil's safeguarding or wellbeing.
- Promote the school's wraparound provision and wider ethos positively to prospective and current families.

Operational Responsibilities

- Take overall responsibility for the safe, smooth and efficient running of the after-school care provision from opening to close.
- Ensure that all spaces used for wraparound care are safe, clean, well-resourced and fit for purpose.

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- Maintain accurate registers for all pupils attending the provision and follow the school's procedures for safe collection and handover.
- Manage resources, materials and equipment for activities responsibly and within any agreed budget.
- Liaise with the Head of Operations and Administration (Prep) regarding staffing, resources, risk assessments and operational matters.
- Ensure that all health and safety, food hygiene and safeguarding requirements are consistently met within the provision.
- Maintain accurate records, including incident logs, first aid records and registers, in accordance with school policy.
- Attend and contribute to relevant school meetings, INSET days and any functions as required by the Head of the Preparatory School.

Pastoral and Safeguarding

- Promote and safeguard the welfare of all children and young persons in the provision at all times.
- Be familiar with and actively implement the school's Safeguarding, Child Protection, Behaviour and Anti-Bullying policies.
- Report any concerns about a pupil's safety or wellbeing immediately to the Designated Safeguarding Lead.
- Maintain positive and professional links with parents, alerting the Deputy Head Pastoral promptly to any concerns.
- Ensure that all members of the Wraparound Care team understand and fulfil their safeguarding responsibilities.

School Policy and Procedure

- Actively follow and abide by all Forest School policies and procedures, including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and maintain awareness of Fire and Health and Safety Regulations.
- Undertake any additional responsibilities and duties which may reasonably be required by the Head of the Preparatory School, within the scope and spirit of this job description.
- This job description will be reviewed and amended in consultation with the postholder should duties and responsibilities change over time.

GENERIC DUTIES AND RESPONSIBILITIES:

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

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- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE:

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.