



Nursery Wraparound Care Assistant – Job Description

Duties and Responsibilities

The Nursery Wraparound Care Assistant will support the Nursery Wraparound Care Supervisor in the management of children within the nursery building. They will assist with all activities under the direction of the supervisor.

Line Management

- For day-to-day activities and delegated tasks, Nursery Wraparound Care Assistant report directly to the Nursery **Wraparound Care Supervisor** who will act as their line manager.

Scope of Job:

To support with the day-to-day running of the provision, helping to create a safe, stimulating and nurturing environment for our youngest children.

- Under the direction of the supervisor, help deliver a range of activities within the after-school programme for children attending the club.
- Adhere to Ofsted guidelines to ensure that the club supports a culture of free play where all are respected, valued and nurtured.
- Assist in the preparation of food/snacks with due care for health and safety issues.
- Work as part of the team, being flexible where necessary.
- To adhere to the strict code of confidentiality and safeguarding policies at all times.
- To work within the Christian ethos of the school.
- The role will involve putting out and clearing away furniture.

Knowledge, skills and experience:

- Be energetic, creative and fun.
- Have a friendly manner with an ability to relate to and communicate with children.
- Be organised and reliable.
- Be able to work under pressure with no supervision.
- Have excellent communication skills.
- Be physically able to lift and carry equipment e.g. setting up and clearing away tables and chairs.

- Have an awareness of basic health and safety.
- Have a commitment to safeguarding.
- First Aid and Food hygiene training desirable but not essential (training will be provided).
- Have a great sense of humour!

Job Accountabilities:

- To assist in delivering activities that provide a variety of experiences for the children.
- To record attendance.
- Ensure adequate supervision for indoor and outdoor activities and that the children in the club's care are safe at all times.
- To adhere to the Ofsted guidelines and school policies.
- Supervise and control behaviour in line with the School's policies.
- Provide healthy, varied and nutritious food/snack within food hygiene regulations.
- Undertake First Aid duties as required.
- Follow fire safety, lockdown and emergency evacuation procedures effectively and fully adhere to all health and safety regulations.
- To undertake other duties as may become necessary, as agreed with the Senior Leadership Team.

Karie Wingrove

Assistant Headteacher

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