



# ST PAUL'S C of E COMBINED SCHOOL

Stratford Drive, Wooburn Green, Bucks HP10 0QH

Headteacher: Charlotte Dennis

Tel: 01628 521553

E-Mail: [office@stpaulswooburn.school](mailto:office@stpaulswooburn.school)



## Level 3 Wraparound Care Assistant – Job Description

### *Duties and Responsibilities*

The Wraparound Care Assistant will work within the Wraparound Team in the care and management of our children within our school. They will assist with all activities under the direction of the School Leadership Team.

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

- Supervise and care for children before and after school in a welcoming and inclusive environment;
- Encourage positive behaviour, team work and social development;
- Help plan and deliver a range of engaging activities including arts, crafts and outdoor play 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 food hygiene, health and safety issues;
- Work as part of the team, being flexible where necessary;
- Ensure children's wellbeing by following safeguarding, school policies and first aid procedures where required;
- Communicate effectively with parents, carers and school staff regarding children's needs and daily activities;
- To work within the Christian ethos of the school; and
- Set up and tidy away equipment and maintain a clean, organised play environment.

### **Knowledge, skills and experience:**

- Must have Level 3 practitioner qualification or equivalent.
- 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.
- 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.