

Role Profile:

Early Years Wraparound Club Assistant

Reports to	Headteacher
Job family	Education
Grade	Grade C – NJC Points 2-3
DBS required?	Yes - enhanced
Date	April 2026

Key deliverables

1	Provide high-quality care and supervision for children in the Early Years Foundation Stage during breakfast and/or after school sessions.
2	Ensure the safety, wellbeing, and individual needs of all children are met at all times.
3	Support children with personal care routines including toileting and handwashing, maintaining dignity and safeguarding standards.
4	Assist with planning and delivering age-appropriate play, creative and calming activities.
5	Promote positive behaviour, social development, and independence through structured routines and play.
6	Support children's emotional wellbeing, helping them settle at the beginning or end of the school day.
7	Prepare and supervise snacks and drinks in line with food hygiene and allergen requirements.
8	Maintain a clean, safe, and organised environment, following health and safety procedures.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both school and Trust wide needs.

This role involves regulated activity. Appointment is subject to an Enhanced DBS check. The post holder is expected to uphold safeguarding responsibilities and follow all school and Trust policies.

Essential requirements Key skills, expertise, and qualifications

1	GCSE English and Maths or equivalent.
2	Good communication skills and ability to work positively as part of a team.

3	Ability to maintain confidentiality and follow safeguarding and child protection procedures.
4	Awareness and understanding of inclusion, diversity, and children's physical, emotional, and social needs.
5	Commitment to health and safety, including willingness to undertake relevant training (Food Hygiene and First Aid).

Our pupils and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check