



SOLIHULL

Wraparound Care Club Assistant

Responsible to the Wraparound Care Club Manager the successful candidate will assist with the overall running of the provision, ensuring delivery of high-quality play opportunities and activities and supporting pupils with homework.

Wraparound Care Club has a Breakfast Club operating from 7.15am to 8.45am and an After-school Club operating from 3.00pm to 6.00pm during term-time only.

The role is fixed-term from September 2026 to Christmas 2027, 4.5 hours per week in the Breakfast Club on Monday, Tuesday and Friday.

Principal areas of responsibility:

- Support the delivery of a programme of activities that promotes learning through play for children aged 3 – 11 years and fulfils the requirements of the Early Years Foundation stage regarding children aged five and under;
- Assist with the arrival and departure of children ensuring they are registered and signed out using the appropriate software, having regard to the school's safeguarding children protocols. Ensure any missing children are accounted for;
- Afternoon only – ensure the children who take the shuttle bus are correctly accounted for and handed over to the shuttle bus drivers.
- Work as part of a team, sharing knowledge and ideas for the effective delivery of the Wraparound Care Club provision;
- Maintain professional relationships with children and their families who attend the school's provision;
- Use a range of positive strategies to manage children's behaviour effectively;
- Highlight concerns regarding children to the Wraparound Care Club Manager;
- Prepare and provide food and drink to children in line with current food hygiene regulations and ensuring all areas are thoroughly cleaned and tidied afterwards;
- Prepare resources for a wide range of weekly activities for example: colouring and craft activities and contribute ideas to the weekly topics;
- Provide a high level of care for all children in the provision;
- Set out and pack away equipment, furniture, and toys before, during and after sessions;
- Report defective items, stock shortages or any other issues to the Wraparound Care Club Manager;
- Provide appropriate support for pupils in completing their Prep (homework);

- Have regard for pupil welfare, including wiping up all bodily fluids where this is necessary to maintain a safe environment. Appropriate protective wear will be made available.
- Be able and willing to administer first aid at an appropriate level in accordance with the procedures of the school.

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar, Headmaster, Head of the Preparatory School, or Wraparound Care Club Manager
- Annual Review

Person Specification: Wraparound Care Club Assistant

In order to be shortlisted for a role at Solihull School, you must demonstrate that you meet all of the essential criteria and as much of the desirable criteria as possible.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Grade C or above in GCSE Mathematics and English (or equivalent) • L2 or L3 Teaching Assistant Qualification (or equivalent) 	<ul style="list-style-type: none"> • Paediatric or other First Aid Certificate (willingness to keep training current) • L3 or equivalent Diploma in Childcare qualification (Early Years Educator) awarded by bodies approved by the DfE as meeting all the Early Years Educator criteria. • Level 1 Safeguarding Training • Current food hygiene certificate
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience of working as part of a team • Experience supporting pupils of the relevant age range (KS2/KS1/EYFS) 	<ul style="list-style-type: none"> • Knowledge of the National Curriculum and EYFS framework • Knowledge of pupils with SEND
Skills	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to multi-task • Excellent written and verbal communication skills and knowledge of Microsoft IT packages (or equivalent). • Excellent delivery of creative and engaging activities. • Awareness and understanding of safeguarding and welfare of children. • Able to provide warm and consistent care to children. • Understanding of inclusion, making activities accessible to all pupils. 	<ul style="list-style-type: none"> • Knowledge of displaying pupil's work creatively.
Personal Attributes	<ul style="list-style-type: none"> • Ability to relate to children and build positive relationships with them. • Ability to challenge colleagues and provide constructive criticism as required. • Ability to contribute to strategic plans. • Ability to work under pressure, organise and prioritise workload. • Ability to work on own initiative, work without direct supervision and solve problems. • Ability to draw clear, calm boundaries when appropriate. • The capacity to remain calm and cope with the unexpected • Ability to problem solve 	<ul style="list-style-type: none"> • Ability to improve and implement new systems and processes. • The ability to assess and defuse difficult conversations and communications.

Requirements of all Staff Members at Solihull School:

	REQUIREMENT
Requirements within role	<ul style="list-style-type: none"> • Commitment to safeguarding children. • Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy. • Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect. • Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice. • Participation in the effective management of the school by attending meetings as required. • Adhering to the Health & Safety Policy, ensuring that all tasks are conducted safely and effectively with due regard for the health & safety of all members of the school community.
Personal Attributes	<ul style="list-style-type: none"> • Physical and mental capacity to undertake the role, and an exemplary previous attendance record. • Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders. • High degree of personal integrity and confidentiality. • Able to take a common-sense approach with high levels of diplomacy, tact, and empathy. • High standards of work with excellent attention to detail.