



Wraparound Care Manager - Person Specification

	Essential	Desirable
<u>Qualifications-</u>		
NVQ3 or equivalent in childcare		X
Food hygiene		X
Paediatric First aid		X
<u>Experience-</u>		
Experience working in childcare	X	
Awareness of Safeguarding (Further training will be provided)	X	
Knowledge of working within the education and meeting the requirements relating to Ofsted inspection		X
Experience of managing a budget		X
Ability to lead a team of adults, including recruitment, training and scheduling of staff	X	
<u>Knowledge-</u>		
Knowledge of assessment procedures and record keeping	X	
Experience of working with children of a relevant age and EYFS framework.	X	
Experience of budget management	X	X
Commitment to equal opportunities		
Knowledge of current child protection and health & safety regulations	X	
<u>Skills and Attributes-</u>		
Ability to provide a safe environment, ensuring that the needs of the young people are met at all time	X	
Ability to form trusting relationships with children and adults	X	
Effective communicator	X	
Good interpersonal skills	X	
High level of personal organisation	X	
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Ability to lead a team of adults	X	
Ability to formulate and monitor policies and procedures	X	



Able to monitor and evaluate the quality of the service, ensuring that all staff work within the club's policies, guidance, safeguarding and procedures.	X	
Ability to be very flexible and respond to changing circumstances at short notice with good humour.	X	
Clear and effective behaviour management skills and strategies and ability to manage some challenging behaviours in a calm and positive manner always seeking to promote the self-worth of every child.	X	
<u>General Circumstances-</u>		
Attendance – evidence of regular attendance at work	X	
An understanding of, and commitment to, equal opportunities, and the ability to apply this to strategic work and day to day situations	X	
<u>Factors not already covered-</u>		
Must be able to perform all duties and tasks within reasonable adjustments, where appropriate, in accordance with the provisions of the equality act 2010.	X	
Willing to undertake a new Enhanced DBS Check	X	



Wraparound Care Manager Job Description

Key responsibilities:

Children's Welfare:

- Prepare, maintain and monitor a safe and secure environment for the children.
- Monitor resources and ensure adequate stock in appropriate condition.
- Liaise with parents and carers to meet the welfare, cultural and development needs of individual children.
- Develop inclusion by facilitating participation; build confidence and self-esteem; promote a sense of independence and encourage and support children to reach their full potential.

Activity Planning:

- Plan and implement craft activities that promote learning.
- Assess and record children's personal, social, emotional, physical and intellectual development.
- Encourage a high standard of behaviour and positive relationships among children.
- Administer First Aid, as appropriate.

Managing Staff:

- Ensure that WAC staff are effectively inducted, supported and supervised.
- Appropriately deploy and direct staff within the WAC Club Provision.
- Help with recruitment of WAC staff.
- Prepare staff for OFSTED inspection.

Management, Organisation and Administration:

- Take operational responsibility for the management and organisation on the WAC club.
- Ensure compliance of the Children Act and Ofsted including action plan formulation, monitoring and administration.
- Be responsible for the day-to-day financial administration and work within an agreed budget.
- Supervise the effective management of payments and parent communications
- Ensure that a suitable menu of refreshments is available.
- Monitor policies and procedures to ensure compliance with Health & Safety and Child Protection Policies.
- Ensure that Health & Safety policies, Child Protection policies and other relevant policies are complied with; and that a register, accident books and other appropriate records are maintained and kept in line with the Trust Documentation Retention Management Policy.
- Monitor the quality of the learning provision, which also takes account of the Early Years framework.
- Ensure equipment and resources are fit for purpose, maintained and ordered according to Trust procedures.
- Participate in appropriate professional staff development and training.