



IGNITE

LEARNING PARTNERSHIP

WRAPAROUND CLUB ASSISTANT JOB DESCRIPTION

Job Title:

**Wraparound Club
Assistant**

Grade:

2

Responsible To:

**Wraparound Club
Manager**

Job Purpose:

The core purpose of a Breakfast and After School Club Assistant is to assist with supervision of children in breakfast/after school clubs by providing a safe, nurturing environment for the children and to provide and organise appropriate activities during the club sessions.

Main Duties & Responsibilities:

- To support the Wraparound Club Manager and work in partnership with the Headteacher and school staff.
- To welcome children into school in a warm manner and ensure they get to classrooms in a timely fashion for the start of the school day.
- To promote good practice in a professional and inclusive manner.
- Be fully involved in all activities associated with the childcare provision.
- To understand, work within and promote and contribute to the ongoing development of the club's policies and procedures.
- To have an understanding of the Statutory Requirements and the ability to meet them.
- To meet the post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom s/he comes into contact, including adhering to and ensuring compliance with the Child Protection Policy Statement at all times.

- To work closely with all school staff to create and develop open and inclusive working partnerships which support the development of the children.
- To help prepare healthy food and refreshments.
- To have a sound knowledge and understanding of safeguarding and take the lead in reporting concerns appropriately.
- Undertake any necessary professional development, taking full advantage of any relevant training available.
- Attend staff inset.



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**WRAPAROUND CLUB
ASSISTANT
PERSON SPECIFICATION**

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Level 2 qualification in either Childcare and Development or equivalent Paediatric 	<ul style="list-style-type: none"> First Aid qualification or willingness to undergo training Food Hygiene certificate or willingness to undergo training 	<ul style="list-style-type: none"> Application Form Certificates
Experience	<ul style="list-style-type: none"> Current experience of working with 4-11 year olds in a play or primary education environment or experience of working in a similar setting 		<ul style="list-style-type: none"> Application Form Interview

Criteria	Essential	Desirable	Method of Assessment
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to children Trustworthy, reliable and punctual with a flexible approach to work • Knowledge of what constitutes good quality, accessible childcare which meets children’s wide range of developmental needs • Knowledge of health and safety and food hygiene procedures • Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes • Understanding of safeguarding requirement and best practice • An understanding of Ofsted requirements for play provision 		<ul style="list-style-type: none"> • Application Form • Certificates