

# John Ray Infant School

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**Executive Head**

Holly Gibson

**Head Teacher:**

Lisa Christian



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## Afterschool Wraparound Care Assistant – Job Description

Job Title: Afterschool Wraparound Care Assistant

Hours: Typically 3:15pm–6:00pm, Monday–Thursday and 3:15pm–4.30pm Friday (term time)

Reports to: School Leadership Team

### Purpose of the Role

To provide high-quality, safe, and engaging afterschool care for children. To support the smooth running of the wraparound service by creating a welcoming environment, engaging children in activities, and ensuring their wellbeing at all times.

### Key Responsibilities

- Welcome children to the provision and ensure they feel safe and supported.
- Supervise children during snack time, indoor/outdoor play, and structured activities.
- Plan and deliver age-appropriate activities, including games, arts and crafts, reading, and homework support where required.
- Promote positive behaviour and model respectful communication.
- Maintain a safe and clean environment, ensuring all areas are tidied and resources stored correctly.
- Follow safeguarding policies, reporting concerns to the designated safeguarding lead.
- Administer basic first aid when required (training can be provided).
- Support children with additional needs, ensuring inclusion and accessibility.
- Communicate effectively with parents/carers during collection times.
- Assist with registration, attendance records, and other administrative tasks.

### Person Specification

Essential:

- Warm, friendly, and supportive approach when working with children.
- Good communication skills.
- Ability to work as part of a team.
- Reliability and strong sense of responsibility.
- Willingness to undertake safeguarding and first-aid training.

Desirable:

- Experience working with children in a school or childcare setting.
- Basic understanding of child development, playwork, or behaviour support.
- Relevant childcare/playwork qualification (Level 2/3 or working toward).



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