



Job Description

Role	Wraparound Care Assistant	School/Department	Great Hollands Primary School
Grade	Grade 2, Scale point 3-4	Reports to	Operations and Admin Assistant
Job evaluation code		Date of evaluation	
Purpose	Under the direction of the School Operations Assistant, to be responsible for the organisation for the lunchtime controllers and to assist with the supervision of pupils during lunchtime		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Pupils, parents	None	None
Key accountabilities	To support the effective delivery of high-quality wraparound care at Great Hollands Primary School, ensuring a safe, nurturing, and stimulating environment for pupils outside of standard school hours. The postholder will contribute to the wellbeing, personal development, and positive experiences of pupils in line with the values and expectations of Maiden Erlegh Trust.		
Main duties and responsibilities	Pupil Support and Supervision - Supervise pupils attending wraparound care, ensuring their welfare, safety, and engagement at all times. - Foster positive relationships and promote a caring, inclusive atmosphere consistent with the ethos of Great Hollands Primary School and Maiden Erlegh Trust. - Encourage positive behaviour, independence, and social development. Activities and Engagement - Assist in the planning and delivery of age appropriate, enjoyable activities such as crafts, games, reading, outdoor play, and quiet time options. - Support children's involvement in activities, adapting to individual needs where appropriate. Health, Safety and Safeguarding - Follow all safeguarding, child protection, and Trust policies, reporting concerns promptly to the Designated Safeguarding Lead. - Ensure play spaces and equipment are safe, clean, and appropriately set up for each session. - Maintain accurate attendance, incident logs, medical/dietary information, and any required documentation. - Administer basic first aid when trained and required. Teamwork and Communication - Work collaboratively with the school staff to ensure a consistent and well organised service. - Communicate effectively and professionally with parents/carers during drop off and collection. General Duties - Support the preparation and serving of healthy snacks in line with hygiene guidance. - Assist with setting up and clearing away equipment and resources. - Undertake training as required by the school or Trust. - Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder		



Other requirements and responsibilities	Level of DBS required: Enhanced with Children's Barring List
Structure chart	School Operations and Admin Assistant Wraparound Care Assistant



Person Specification

Role	Wraparound Care Assistant	School/Department	Great Hollands Primary School
Grade	Grade 3, Spinal points 5-6	Job evaluation code	
Qualifications, training and education	First Aid qualification or willingness to undergo training – desirable but not essential		
Experience	Experience of working with primary aged children is desirable		
Skills and abilities	• Knowledge of Health and Safety regulations • Enjoy working and being with children and young people • Good interpersonal and communication skills at all levels, written and verbal, with colleagues, outside agencies and children • Excellent organisational and planning skills, able to manage own time, prioritise and meet deadlines • Leadership and the ability to manage a team and to make swift decisions • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Good attention to detail • Able to show initiative and work independently as required • Commitment to the wellbeing and safety of all children • A willingness to learn and develop personal skills • A sense of responsibility and ownership • Creativity in organising play activities that are inclusive and engaging for all children		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people. Safeguarding responsibilities -		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	