

Support Staff Job Description

Post	Wraparound Care Assistant
Grade	SCP 5-6
Hours	1500-1745 Mon-Thurs Term Time Only
Reports to	Wraparound Care Manager

Job Purpose
Under direction from the Wraparound Care Leader, to help run the before school Wraparound Care Club.

Main Duties
<ul style="list-style-type: none">• Supervising children aged between 4 & 11• Leading a range of imaginative activities• Setting up and storing equipment, leaving all facilities clean and tidy• To keep confidential any information regarding the children, their families or other staff• Preparing and serving afternoon snack and drinks.• To undertake any other reasonable duties as directed by the Wraparound Care Leader

Supervision and Management
None

Creativity and Innovation (i.e. Problem Solving)
The main focus of the job is to carry out set procedures consistently.

Decision Making
None

Resources
The jobholder is accountable for the safe use and maintenance of all club resources.

Working Environment
The jobholder may be the initial point of contact for parents of children in the club. The job holder will be required to work with and around children for the duration of the post.

Other Duties

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

SUPPORT STAFF – Wraparound Care Assistant		
	Essential	Desirable
Qualifications	Maths and English GCSE or equivalent	Level 3 Childcare Qualification Paediatric First Aid Safeguarding Training
Knowledge and Experience	Experience of working with children in a school	Food preparation
Personal Qualities	Excellent inter-personal and communication skills A calm and professional approach Positive outlook with a can do attitude A good sense of humour Integrity and	