

# Job Description – Wraparound Club Assistant



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

**Job Title:** Wraparound Club Assistant

**Reports to:** Headteacher

**Liaison with:** Headteacher, Hub Business Managers, School-based administrators, and Parents.

To assist with the running of a small sized childcare School Wraparound Club provision helping provide a safe, secure, and stimulating learning environment.

## Main Responsibilities

- To ensure the safe provision and appropriate supervision of before and or after School care to pupils.
- Interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To plan and prepare appropriate play-based activities.
- To endeavour to meet the needs of all the pupils attending the club and to contribute to providing a warm and caring environment.
- To assist with daily administration and record keeping.
- To take responsibility for groups of children in activities as an individual or supported by other team members ensuring correct ratios are maintained.
- To establish good, professional working relationships with parents and carers.
- To administer minor first aid (as trained) and assist with sick children where necessary. To comply with Health and Safety policies in place at all times ensuring all accidents are recorded appropriately and that parents are informed.
- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the school.
- Taking care of own and other people's health and safety.

## H&S and Safeguarding:

- Comply with the Trust's Health and Safety rules and regulations, and with Health and Safety legislation.
- To fully comply with the Trust's safeguarding policy - Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Work within the school policies and procedures.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

# Person Specification – Wraparound Club Assistant



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

Key Criteria	Essential	Desirable	Assessed
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>Good literacy and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience with primary age children</li> <li>Child protection/safeguarding training</li> <li>Food hygiene certificate</li> <li>Health and Safety Training</li> <li>First Aid qualification</li> </ul>	Application Form Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent communication skills including tact and diplomacy</li> <li>Excellent organisational skills</li> <li>Ability to prioritise, work under pressure and to meet strict deadlines</li> <li>Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Current or recent experience of working with primary age pupils in an educational setting</li> <li>Working knowledge of relevant policies and codes of practice – e.g. Every Child Matters, Safeguarding</li> </ul>	Application Form Interview
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	Application Form Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work independently on own initiative and also to contribute as part of a team</li> <li>Willingness and ability to be flexible in duties and hours worked</li> <li>Ability to get on well with a wide variety of people, be tactful and ensure confidentiality</li> <li>An interest in issues relating to teaching &amp; learning</li> <li>Smart and professional appearance</li> <li>Commitment to safeguarding and protecting the welfare of children</li> <li>Support the Trust's vision, Christian ethos and values that are embedded in the day to day and long term running of the academy</li> <li>Support the Trust's values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</li> </ul>		Application Form Interview