

Coton C of E (VC) Primary School



The Keys to Learn and Flourish

Sarah Jarvis – Headteacher

Wraparound Care Manager

Job Description

Contract Term	Full-time
Contract Type	Permanent
Salary	NJC Pay Scale, Point 2
Hours	21.25 hours per week, Monday to Friday (7:15am-9:00am / 3:15pm-5:45pm), 39 weeks per annum, term-time only.
Responsible to	Headteacher

Coton C of E (VC) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Wraparound Care Manager will be required to follow school policies and the staff code of conduct.

Main Purpose

To be responsible for the management and administration of Wraparound Care, leading an effective childcare provision which provides safe, high-quality care and play opportunities.

Duties and Responsibilities

- Responsible for providing high-quality appropriate play opportunities.
- To ensure the statutory requirements for childcare are met in line with the Quality Framework
- Participate in discussions with the Play Practitioners relating to monitoring the effectiveness and quality of the provision.
- Be responsible for the planning for the setting which should then be shared with staff and senior leaders.
- Participate in discussions with the Senior Leaders relating to monitoring the effectiveness and quality of the provision.
- Act as a key worker if necessary, liaising closely with the parents/carers and ensuring each child's needs are recognised and met.
- Be responsible for the setting up of the after-school club daily programme and the tidying away at the end of each session.
- Regular liaison with the finance team to provide monthly payroll information to meet internal and external deadlines.
- Awareness of financial implications and systems to ensure the annual budget set is achievable.
- Ensure that annual admin tasks are completed in conjunction with the Finance Team.
- Registers are prepared ahead of sessions one week in advance and shared within the setting in conjunction with the Finance Team.

- To ensure effective systems are in place for late bookings in conjunction with the Finance Team.
- Effectively respond to parent/carer enquiries via email and/or verbally in conjunction with the Administration Team and Senior Leaders.
- To be responsible for placing orders for food for the setting twice a week, to include stock taking and compliance with food hygiene practices.
- To ensure that orders of consumable, curriculum resources are within the set budget.
- To ensure that the setting including all staff adhere to food hygiene standards.
- Ensure that the setting is a safe environment for children, that the equipment is safe, standards of hygiene are high and safety procedures are always implemented.
- To ensure any concerns are reported to the Senior Leadership Team immediately.
- Advise the Senior Leadership team of any concerns e.g., over children, child protection, parents/carers, or the safety of equipment, preserving confidentiality, as necessary.
- Fulfil the role of Designated Safeguarding Lead (DSL) liaising with the Safeguarding team in school.
- Be aware of any special needs a child may have and familiarise oneself with any relevant play and learning plans necessary.
- Attend staff/planning meetings or training courses as required.
- Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- Show commitment to promoting equality and recognising and respecting diversity in daily practice.
- Keep up to date with current good practices and follow all school policies and procedures.
- Undertake any other reasonable duties as directed by the Headteacher in accordance with the action plan and school policies and procedures.

Data Security

- Act in accordance with legal provisions relating to confidentiality and security of data and information in accordance with GDPR regulations.

Health, Safety and Discipline

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Ensure compliance with school catering standards legislation and the school's Food Safety Policy, Health and Safety Policy and Allergens Policy.
- To work/operate all equipment in accordance with the school's Health and Safety Policy and other legal regulations including risk assessments.
- Be physically able to undertake manual work and to perform tasks set out in this job description.
- Ensure that the wraparound care areas are kept clean and hygienic.
- Ensure that catering equipment is used safely and according to operating manuals.
- Liaise with the School Business Manager/Headteacher regarding agreed budget for equipment replacement where necessary.
- Ensure that all hygiene procedures are adhered to.
- Record all accidents and incidents in line with school policy.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively, and in line with school policy, to ensure a positive and safe environment.

Professional Development

- Be proactive in reviewing your own performance, identifying relevant training needs, keeping up to date with research and developments.

- Participate in the school's appraisal procedures.
- Undertake any necessary and identified training and development in order to improve own performance.
- Maintain a professional portfolio of evidence to support the performance management process, evaluating and improving own practice.

Communication

- Communicate effectively with pupils and staff in accordance with the school ethos, policies and practice.
- Build relationships with all stakeholders and communicate effectively with them.

Working with Colleagues and Other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Liaise with external professionals where necessary.

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Follow and implement the school's Behaviour and Therapeutic Thinking Policy.
- Promote the safeguarding of all pupils in the school.

Promoting Equality and Diversity

- To accept that everyone has a right to their own distinct identity.
- To treat everyone with dignity and respect.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

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Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• GCSE or equivalent level in English and Maths.• NVQ3 / L3 in Childcare or equivalent qualification.• Paediatric First Aid Training• Designated Safeguarding Lead Training• Level 2 Food Hygiene and Safety Certification.
Experience	<ul style="list-style-type: none">• Experience of working in an Early Years setting.• Good working knowledge of child development and learning processes, including relevant legislation (e.g. Quality Framework).• Effective communication with parents/carers.• Implementation of policies of inclusion and equal opportunities.• Knowledge of procedures related to the safeguarding of children's welfare.
Skills and knowledge	<ul style="list-style-type: none">• Understanding of the education system.• Understanding of how children learn.• A concept of inclusive practice.• An understanding of confidentiality.• First aid certification.• Ability to act as a role model.• Excellent written and oral communication skills.• Good literacy and numeracy skills• Good organisational skills• Effective ICT skills to undertake administrative tasks.• Ability to multitask and work effectively in a stressful environment• Strong leadership and teamwork skills

Personal qualities	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff. • Commitment to promoting the ethos and values of the school • Commitment to maintaining confidentiality • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference to children and young people • Ability to work under pressure and prioritise effectively • Self-motivated and able to work efficiently and effectively with minimum supervision. • Ability to work proactively and act on own initiative. • Kindness and empathy towards pupils. • Ability to work as part of a team effectively.
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This job description may be amended at any time in consultation with the postholder.
If you do not have all of the experience listed above, but are interested in applying, contact the school office by telephone, 01954 210339, or email, office@coton.cambs.sch.uk.

Last review date: January 2026

Next review date: As required

Headteacher's signature:

Date:

Postholder's signature:

Date:
