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**Cleadon Church of England Academy**

**Job Description**

**Post Title:** Wrap Around Care Assistant- Cleadon Owls

**Employed by:** DNDLT

**Line Manager:** Wrap Around Care Manager / Headteacher

**Location:** Cleadon Church of England Academy

**Hours:** 7:00 – 9:00 &15:00-18:00 Monday to Friday during school term + School Holiday Cover

**Main Purpose of Job**

To assist in the smooth running of the Wrap Around Care Provision. To ensure a high quality provision of healthy food and varied activities for pupils to enjoy in a relaxed and calm environment.

**Duties and Responsibilities**

* To adhere to the Academies Code of Conduct.
* To safeguard children and ensure and promote their health and safety.
* To maintain the healthy eating policy and keep updated with any new information.
* To assist with purchasing food and monitoring stock control.
* To ensure all workspace, cupboards and fridges are cleaned after use.
* To assist with the setting up of areas before children arrive and pack away at the end of each session.
* To assist in planning and coordinating activities and games to interest and stimulate the children.
* To organise the space and resources to create a welcoming, relaxed and informal environment.
* To meet and greet parents and children as they arrive ensuring a positive relationship is built.
* To establish supportive relationships with pupils concerned and to encourage inclusion and good behaviour.
* To note any information passed on from parents and pass onto relevant professionals.
* To serve breakfast / tea to the children encouraging independence or to help others.
* To interact with children, support and model appropriate behaviour.
* To monitor behaviour and ensure the school’s behaviour policy is being followed.
* To administer minor first aid treatments, keep records and assist pupils when unwell.
* To be aware of confidential issues linked to home / pupil / teacher / school work and to ensure confidentiality of such sensitive information.
* To remain aware and work within all relevant school working practices, policies and procedures.
* To attend staff meetings, CPD and school-based INSET as required.
* To be aware of and work in accordance with the school’s safeguarding policies and procedures raising concerns when necessary.
* To undertake other duties appropriate with the grading of the post as required.

**PERSON SPECIFICATION- WRAP AROUND CARE ASSISTANT**

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| **Requirements** | **Essential** | **Desirable** |
| Previous experience of working with children aged 3-11 years old | X |  |
| Previous experience of working in a Primary School |  | X |
| At least 5 A\*- C GCSE English and Maths or equivalent | X |  |
| NVQ Level 2 or equivalent childcare qualification | X |  |
| Good level of Literacy and Numeracy skills | X |  |
| Willing to attend training sessions relevant to the job role | X |  |
| Paediatric First Aid Certificate (Achieved or working towards) |  | X |
| Food hygiene certificate |  | X |
| Health and Safety qualification |  | X |
| Good organisational skills | X |  |
| Good communication skills | X |  |
| Knowledge of current issues relevant to education |  | X |
| Able to work as part of a team and use own initiative | X |  |
| Ability to liaise with staff, parents and children | X |  |
| A Flexible approach to working hours | X |  |
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