

# Inspiring Futures Partnership Trust

Cressex Road, High Wycombe, Bucks HP12 4PR

Co-Principals: Mrs K.Elliott, Mrs V.Morris

C.E.O Mr J. Mason (N.L.E.) N.P.Q.E.L

Tel.: 01494 535564

Email: office@cvpa.school

Our Academy Websites: [www.cheppingviewprimaryacademy.org](http://www.cheppingviewprimaryacademy.org)

[www.abbeyviewprimaryacademy.org](http://www.abbeyviewprimaryacademy.org)

[www.kvpa.org.uk](http://www.kvpa.org.uk)

[www.cheppingviewscitt.com/](http://www.cheppingviewscitt.com/)



## Wrap Around Care-Manager

<b>Job title</b>	Wrap Around Care-Manager
<b>Grade</b>	Bucks pay Range 3 - £24,310 FTE (Actual approx.£12,903 pro-rata)
<b>Hours</b>	23 hours 45 mins per week Working Pattern: mornings 7:15 am – 9:00 am & afternoons 3:00pm – 6:00pm Job share available for right candidates
<b>Contract type</b>	Permanent
<b>Weeks</b>	38 Term time only – No INSET days
<b>Application deadline</b>	28 <sup>th</sup> June 2024
<b>Interviews to be held week commencing</b>	8 <sup>th</sup> July 2024
<b>Start date:</b>	ASAP - Pending satisfactory completion of all pre-employment checks
<b>Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application</b>	

Inspiring Futures Partnership Trust has an exciting opportunity for a dedicated Wrap Around Care Manger to join our team of enthusiastic, hardworking Wrap Around Care staff. The successful applicant will have excellent teamwork and communication skills, adaptability, resilience and the ability and enthusiasm to make a difference

### If you are:

- Are able to demonstrate suitable experience and/or childcare/education focused qualification
- Caring, patient, enthusiastic and creative
- Flexible and able to work on your own initiative
- Willing to undertake training such as Food Hygiene, First Aid and Designated Safeguarding lead

### And you have:

- A good standard of literacy and numeracy (minimum GCSE grade C English and Maths)
- Experience of working with children in a school, nursery or wrap around setting or similar
- Excellent communication skills with parents and children
- Commitment to teamwork
- Strong organisation and time management skills
- The ability to plan and organise a variety of activities, both indoor and outdoor, for children to enjoy
- The ability to prepare simple breakfasts and snacks
- A good understanding of how to keep children safe

Then we would like to hear from you!



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## Job Description

### Job Purpose:

To manage the Wrap Around Care provision in providing a caring, secure and fun environment, through individual attention and group activities, and to organise an appropriate range of play opportunities for children between the ages of 4 -11 years.

### Main Duties:

- To act as the Designated Safeguarding Lead during WAC hours
- Work safely to encourage positive and measured risk taking from the children, showing an awareness of health and safety regulations and guidelines.
- To provide safe, stimulating, creative and inspiring play opportunities for a range of age groups.
- Prepare - in collaboration with children - activities, organising programmes/ themes and arranging equipment
- Responsibility of drawing up the long term, medium term and weekly plans, which ensure that each child participates in a range of engaging activities and offer appropriate stimulation and support to the children.
- To ensure that all activities, in the specified room, are inclusive so that all children are able to take part.
- To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
- To deploy staff in the space to ensure that there is adequate supervision of all learning areas.
- To administer first aid as necessary to the children and maintain records of first aid provided.
- To ensure that staff are inducted, trained, supported and supervised to maximise children's learning.
- Be responsible for all resources and produce a regular audit and spending suggestions to Co Principals.

### Supervision & Management:

- Ensure that all staff are deployed effectively and have a clear understanding of their role and responsibilities in all sessions.
- Oversee and maintain the staff rota, ensuring adequate staffing levels are provided at all times and are efficient.
- Ensuring the provision is adequately staffed by experienced and qualified staff.
- Ensure staff training requirements are met, including annual updates and staff hold statutory training certificates such as Food Hygiene and First Aid.
- Audit food stocks and produce a weekly 'shopping list' for the catering team for breakfast materials/sandwiches.
- Ensure all equipment, including cleaning resources meet health and safety requirements and COSHH
- Ensure food is stored appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy.
- Prepare and serve appropriate, simple meals and snacks. Serve children and encourage good table manners
- To ensure that the club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced.

### Administrative Duties:

- Ensure every child has a current registration form, health care plan and medical requirements on file.
- Liaising with parents and prospective parents, marketing the provision for growth.
- Recording daily attendance on SchoolComms, ensuring all play workers and key staff have accurate registers.
- Maintaining all records relating to the management of Wraparound ensuring confidentiality and data protection of all parties.
- Dealing with all queries and concerns from parents and carers, liaising with Academy Principals, DSLs, and SENCO, as necessary.



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- To monitor the quality of the learning provision.
- To ensure equipment and resources are fit for purpose, maintained, and ordered according to Trust procedures.
- To ensure the setting out and putting away of all equipment in a clean, tidy, and safe condition.

### **Financial Administration:**

To lead the financial administration of the club, specifically:

- Ensuring the records of attendance are recorded correctly against payments made, including late collection fees and cancellation fees.
- Maintain relevant information on the academy website, including ensuring all policies and registration forms are updated and upheld.
- Regularly review the terms and conditions, including fees.
- To be responsible for and work within an agreed budget.

### **Policies and Procedures:**

To ensure policies and procedures are adhered to by:

- Ensuring all records are kept up to date and all staff are aware of any medical conditions, allergies, or SEN issues.
- To ensure that staff comply at all times with Academy policies, procedures and standards, including health and safety, hygiene, inclusion, confidentiality.
- To assist in the formulation and monitoring of policies and procedures.
- To ensure that Health & Safety policies, Child Protection policies and other relevant policies are complied with; and that a register, accident books and other appropriate records are maintained and kept in line with the Trust Documentation Retention Management Policy
- Ensuring due regard for safeguarding, child protection and promoting the welfare of children.
- Upholding, implementing and regularly reviewing all policies, procedures, and risk assessments
- Ensure financial policies and procedures are followed at all times.
- To contribute to and to implement all Academy policies and procedures, especially those on equal opportunities and confidentiality.

### **Marketing:**

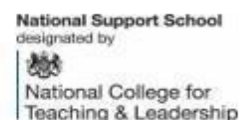
To ensure the provision is viable and continues to grow, by:

- Monitoring the numbers of attendees and analysing trends.
- Responding to trends to ensure numbers are maintained and aiming for growth.
- Ensuring all sessions are carefully planned, staffed accordingly and communicated to key contacts in the academy.
- Market the provision during open day events, new intake inductions and other opportunities.

### **Other**

- To participate in the school's annual appraisal process.
- To participate in appropriate professional staff development and training.
- To have regard to guidance on keeping children safe in education.
- To take responsibility for one's own continuing professional development.
- To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.

These responsibilities are not exhaustive, and the post holder is expected to carry out any related duties commensurate with their skills, abilities, and grade.



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths)</li> </ul>	<ul style="list-style-type: none"> <li>Any further, relevant qualifications relating to education and/or children's development</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>An understanding of child protection and safeguarding</li> <li>Experience of working with/leading individuals or small groups</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with SEN or additional needs</li> <li>Experience of working with children with social, emotional and mental health needs</li> <li>Understanding of positive and negative factors that may affect children's learning and wellbeing</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Experience of leading child-based activities</li> <li>Proven ability to communicate effectively</li> <li>Experience of establishing positive and professional working relationships</li> <li>Ability to correctly model written and spoken language</li> <li>Have high expectations for all learners</li> <li>Good organisational skills and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working/volunteering within an educational setting Skills in working with children with SEN or additional needs</li> <li>Ability to communicate effectively with children, staff and parents</li> <li>Ability to establish positive and professional working relationships with pupils, staff and parents</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>An enthusiastic and optimistic outlook</li> <li>Experience of working successfully as part of a team</li> <li>Flexibility and co-operation</li> <li>To hold a growth mindset and believe that all children can achieve</li> <li>Reflective and open to feedback</li> <li>Creative in problem solving with a willingness to try new ideas</li> <li>Reliability and integrity</li> <li>To have a work life balance</li> </ul>	<ul style="list-style-type: none"> <li>Own life experiences in order to enhance the cultural capital of our children</li> </ul>



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## **Further information:**

For more information about our Academy please visit our website:

[www.cheppingviewprimaryacademy.org/Office/Job-Vacancies/](http://www.cheppingviewprimaryacademy.org/Office/Job-Vacancies/)

Or to discuss the role further please contact one of our Co- Principals Kirsty Elliot and Victoria Morris via email: [office@cvpa.school](mailto:office@cvpa.school) or telephone 01494 535564

## **Visits:**

Visits to the Academy are warmly welcomed but need to be arranged in advance.

Please email: [office@cvpa.school](mailto:office@cvpa.school) or call: 01494 535564 to arrange a visit.

## **Application and Selection Process:**

As part of the application process we invite applicants to complete the mynewterm application form, referring to the attached job description and person specification.

**In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online application form to be considered for this position**

- **Closing Date:** 28<sup>th</sup> June 2024
- **Interviews** will be held week commencing 8<sup>th</sup> July 2024
- \*Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.
- **Start date:** ASAP- Pending satisfactory completion of all pre-employment checks

## **Shortlisting:**

Candidates will be notified if they have been successful. Interviews may be offered prior to then, upon receipt of an exceptionally strong application.

***Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting and an enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates***



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