

Lambourn CofE Primary



Support Staff Job Description

Post	Wraparound Care Assistant - ASC
Grade	Scale point 5-6 (depending on experience)
Hours	Term time only (3.20-5.20pm) Monday to Thursday
Reports to	Principal

Job Purpose

To support and look after children in the Wraparound Care Club – both before and/or after school.

Main Duties

- To maintain on-line register via Bromcom
- To plan and set up activities ready for the start of wraparound care and tidying away afterwards
- Some movement of chairs and tables maybe necessary
- To prepare and serve breakfast and/or snacks as appropriate
- Maintain paediatric first aid qualification & food hygiene certificate (level 2)
- To complete Educare safeguarding on-line training as directed by Excalibur Academies Trust
- To care for children, offering an appropriate level of support and guidance
- To advise the Principal/DSL via CPOMS of any concerns e.g. over children, child protection, parents/carers or the safety of equipment being used.
- To keep confidential any information regarding the children, their families or other staff
- To undertake any other reasonable duties as directed by the Principal

Supervision and Management

The jobholder does not have regular responsibility for supervising staff, but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The main focus of the job is to carry out set procedures consistently.

Decision Making

Decision making is not a key feature of the job, although the job holder may decide on the order in which to carry out the work.

Resources

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

Working Environment

The jobholder is an initial point of contact for the general public and the reason for the contact may be contentious.

There is occasional background noise from pupils.

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 2 Childcare Qualification Paediatric First Aid Safeguarding Training
Knowledge and Experience	Experience of working with children	Experience of working in a school Food preparation – level 2
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	