

# Lambourn CofE Primary



## Support Staff Job Description

<b>Post</b>	Wraparound Care Assistant
<b>Grade</b>	Scale point 5-6 (depending on experience)
<b>Hours</b>	Term time only 07.30-08.30am Monday to Friday.
<b>Reports to</b>	Principal

### Job Purpose

To support and look after children in the Wraparound Care Club.

### 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

<b>SUPPORT STAFF – Wraparound Care Assistant</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Maths and English GCSE or equivalent	Level 2 Childcare Qualification  Paediatric First Aid Safeguarding Training
<b>Knowledge and Experience</b>	Experience of working with children	Experience of working in a school  Food preparation – level 2
<b>Personal Qualities</b>	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	