

Wrestlingworth Infant and Dunton Junior CofE Schools Federation



Job Title:	Wraparound Assistant	Job Category:	Support staff
Location:	Wrestlingworth C of E Infant School	Position Type:	Fixed Term until July 2025
Year Group:	Primary	Start date:	January 2025
Level / Salary Range:	Depending on experience NJC Level 2 point 3 £12.45 per hour	Hours:	3.15pm – 5.45pm Monday to Friday (12.5 hrs per week) term time only
Job Purpose:			
The Wraparound Assistant is responsible for the delivery of safe, creative, appropriate activities and the general welfare of pupils in our After-School Wraparound Care.			
Job Description:			
Main duties and responsibilities:			
<ul style="list-style-type: none"> • The position is part time; working hours are 3.15pm – 5.45pm Monday to Friday during term time. • Responsibility for ensuring the safe arrival of children at the club and the safe delivery to parents / carer's at the end of each day. • The planning and preparation of safe, creative, appropriate activities, in a fun and caring environment. • Keeping children safe and minimizing risks in the wraparound care environment including daily visual risk assessment checks. • Preparing and serving snacks/refreshments for the children ensuring that hygiene, health and safety measures are met. • Administering and recording first aid as appropriate. • Being responsible for setting up the room for the daily activities and aiding with the care and cleanliness of the rooms and equipment, including tidying the rooms at the end of the day. • Positive management of children's behaviour in line with the schools behaviour Policy. • Adhering to the Policies and Procedures of the school. 			
Safeguarding responsibilities			
<ul style="list-style-type: none"> • To comply with safeguarding policies, procedures and code of conduct • To demonstrate a personal commitment to safeguarding and pupil /colleague wellbeing • To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy • To engage in safeguarding training when required 			

Please note, whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description.

Person Specification:		
Attributes	Essential	Desirable
Skills, aptitude, knowledge and experience	<ul style="list-style-type: none"> • Enthusiasm for working with children • An interest in the care, learning and development of children • A commitment to the provision of high-quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Previous experience of working with children in a voluntary or paid capacity
Personal qualities	<ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues 	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team.
Qualifications	<ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Appropriate DBS Clearance before post is taken up 	<ul style="list-style-type: none"> • Completion of a recognised Childcare qualification, e.g. NVQ Level 3 Certificate for the Children & Young People's Workforce or Children's Care, Learning and Development • Completion of Safeguarding Awareness course • Health & Safety certificate • First Aid certificate • Completion of other relevant courses.

Our schools are committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.