

# Job Description – Wraparound Club Assistant



**Job Title:** Wraparound Club Assistant

**Reports to:** Headteacher

**Liaison with:** Headteacher, Hub Business Managers, School-based administrators, and Parents.

To assist with the running of a small sized childcare School Wraparound Club provision helping provide a safe, secure, and stimulating learning environment.

## Main Responsibilities

- To ensure the safe provision and appropriate supervision of before and or after School care to pupils.
- Interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To plan and prepare appropriate play-based activities.
- To endeavour to meet the needs of all the pupils attending the club and to contribute to providing a warm and caring environment.
- To assist with daily administration and record keeping.
- To take responsibility for groups of children in activities as an individual or supported by other team members ensuring correct ratios are maintained.
- To establish good, professional working relationships with parents and carers.
- To administer minor first aid (as trained) and assist with sick children where necessary. To comply with Health and Safety policies in place at all times ensuring all accidents are recorded appropriately and that parents are informed.
- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the school
- Working to and within school policies and procedures, including safeguarding, child protection and health and safety
- Taking care of own and other people's health and safety

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented

# Person Specification – Wraparound Club Assistant



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

Key criteria	Essential	Desirable
<b>Education, training and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good literacy and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience with primary age children</li> <li>• Child protection/safeguarding training</li> <li>• Food hygiene certificate</li> <li>• Health and Safety Training</li> <li>• First Aid qualification</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills including tact and diplomacy</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise, work under pressure and to meet strict deadlines</li> <li>• Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Current or recent experience of working with primary age pupils in an educational setting</li> <li>• Working knowledge of relevant policies and codes of practice – e.g. Every Child Matters, Safeguarding</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work independently on own initiative and also to contribute as part of a team</li> <li>• Willingness and ability to be flexible in duties and hours worked</li> <li>• Ability to get on well with a wide variety of people, be tactful and ensure confidentiality</li> <li>• An interest in issues relating to teaching &amp; learning</li> <li>• Smart and professional appearance</li> <li>• Commitment to safeguarding and protecting the welfare of children</li> <li>• Support the Trust's vision, Christian ethos and values that are embedded in the day to day and long term running of the academy</li> <li>• Support the Trust's values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</li> </ul>	