

St Giles' CE Primary School



Job Description

Date: September 2020

Review Date: August 2021

Wrap Around Care Assistant

GRADE: 5

SALARY RANGE: Spinal Pts. 5-6

HOURS: Variable

POST STATUS: Fixed Term

WORKING YEAR: 43.21 weeks

GENERAL INFORMATION

Main purpose of the job

To assist in the planning, day-to-day organisation and operation of the Wrap Around Care provision, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the ethos of the school.

Main Duties

- To assist with the provision of care and creative play opportunities in consultation with children.
- To deputise for the Wrap Around Care supervisor when required.
- To ensure that the school's Safeguarding policy and procedures are followed at all times, and that concerns are raised in accordance with these.
- To assist the Wrap Around Care Supervisor in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- To assist with the handover of children to other areas of the school, where applicable.
- To support the Wrap Around Care Supervisor in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are adhered to.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To assist in the day to day administration and record keeping.
- To work as part of the staff team and contribute to the promotion of the club.
- To administer first aid and medication as appropriate.
- To maintain constructive relationships and communicate with parents and other staff within the school.
- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may be reasonably required by the Wrap Around Care Supervisor.

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety and welfare.
- Report any health and safety concerns to the Wrap Around Care Supervisor or School Business Manager as soon as practicable.

CORE RESPONSIBILITIES

- Be aware of, comply with and promote the school's policies and procedures relating to child protection and safeguarding of pupils, health, safety and security, confidentiality and data protection - reporting all concerns to an appropriate person.
- Be aware of and support difference, diversity and equality having regard for the relevant policies adopted by the school.
- Contribute to and promote the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Under the direction of the headteacher/line manager undertake any other duties that would reasonably be expected given the role of the post holder.

Signed: _____

Date: _____

Headteacher: _____

Date: _____

St Giles C.E Primary School

Person Specification

Wrap Around Care Assistant

Grade 5

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education ➤ First Aid qualification 	✓	✓
Work or relevant experience	<ul style="list-style-type: none"> ➤ Experience of working with children ➤ Experience of working in an educational setting or other relevant environment 		✓ ✓
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Basic awareness of first aid (or willingness to undertake training) 	✓	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities 	✓	
Personal Qualities	<ul style="list-style-type: none"> ➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Enjoy working with children ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality 	✓ ✓ ✓ ✓ ✓ ✓	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake a Criminal Records Bureau check 	✓	