



## Wraparound Care Assistant

Pay Grade: H2

Purpose of the Role: To assist in day-to-day organisation of the wraparound care provision, providing high standards of care and play opportunities for children between the ages of 3 - 9 years old in a safe and secure environment.

### Responsibilities

- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- To assist with the preparing and delivery of activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To prepare and supervise any refreshments for the children.
- To follow guidelines and procedures for Safeguarding in accordance with the school's policies and procedures.
- To carry out any other duties, which will be seen to enhance the work of the club.
- Clear up the space at the end of each session, including wiping the tables and chairs, sweeping the floor, and storing equipment.
- Ensure the behaviour policies are followed and support all children appropriately. Report to senior staff in line with the school's policy.
- Provide first aid as required.
- Encourage children to be resilient and independent and follow the values of the school.
- Maintain the health, safety, welfare, good conduct and safeguarding of pupils while having regard to special or additional needs.

### Knowledge

- Health and Safety
- Level 1 Safeguarding / Understanding of Keeping Children Safe in Education
- Understanding of the Schools Ethos, Vision and Values
- Manual Handling
- First Aid Certificate
- Food Hygiene Certificate

### Competencies

- Communication
- Team working
- Active listening
- Sensitivity
- Initiative

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of our recruitment and staffing processes.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*