

St Michael's Primary School

Title of Job: Wraparound Care Assistant

Pay Grade: H3

This post will continue as long as the Wraparound Care remains financially sustainable for the school.

Purpose of the role: To assist in the supervision of the wraparound care provision, providing appropriate activities, encouraging co-operation, securing children's safety, ensuring good behaviour in accordance with school policies and procedures.

Hours of work will be from 7.30am-9.00am Monday to Friday (breakfast club) and 3.15pm-6.00pm Monday to Thursday and 3.15pm-5.00pm on Fridays (after school club), term time only. All applicants will be considered, including those who cannot commit to every day of the week.

Responsibilities:

- Keep a daily register of the children's attendance.
- Establish excellent relationships with the children you are supervising, interacting positively and encouraging them to respect each other.
- Help set up and organise all play activities.
- Assist with the provision of the After School snacks.
- Bring any concerns to the attention of your line manager and head teacher, as appropriate.
- Ensure premises security is maintained at all times.
- Provide first aid duties as and when required.
- Assist in the communications with parents and school staff.
- Assist in preparing breakfast and/or light tea.

Requirements:

- Excellent communication and organisational skills.
- Able to interact well with both children and adults.
- Be creative with good knowledge of a range of recreational and physical past time activities for children to participate in.
- A valid First Aid qualification or willingness to undertake training.

Additional Information:

The post holder is required to contribute to and support the overall aims and ethos of the school.

The duties and responsibilities listed are not an exhaustive list of what is required. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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.