



Pope Paul

Catholic Primary School

Baker Street, Potters Bar, Hertfordshire, EN6 2ES~ T: 01707 659755 E: admin@popepaul.herts.sch.uk

Headteacher: Mrs Siobhan King

JOB DESCRIPTION

POST TITLE:	Wraparound Care Assistant
ACCOUNTABLE TO:	Wraparound Care Manager/Headteacher
PAY GRADE:	H2
CONTRACT:	Permanent
HOURS OF WORK :	5.5 hours per week - Monday, Wednesday 3.15pm – 5.30pm & Friday 3.15pm – 4.15 (Term-time only)

MAIN PURPOSE OF ROLE:

To assist in the development and daily running of wraparound care provisions, providing a safe and caring environment in line with the statutory guidance, where children can enjoy a range of play and leisure activities.

To assist in ensuring a daily routine that meets the emotional and social needs of the children.

MAIN AREAS OF REESPONSIBILITY:

The jobholder need not be required to fulfil all of the duties listed below, but should have the ability to fulfil all or most of the duties.

- Attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters.
- To supervise children during the afterschool club sessions as directed by the Afterschool Club Manager. Supervision could be in various areas including outdoors.
- Ensure children are playing safely and dealing with problems as they arise.
- Deal with injuries and accidents – reporting incidents as appropriate. (All accidents should be reported to the Afterschool Club Manager and recorded in line with school policy.)
- Promote a positive attitude towards outdoor play.
- Assist with the planning, preparation and delivery of learning activities.
- Liaise with parents and carers, under the direction of the Afterschool Club Manager.
- Be committed to and follow the school's policies and procedures for Safeguarding.
- Cleaning up spillages as necessary.
- To encourage good social skills and manners.
- To provide a nurturing role, to support children with their social and emotional needs
- To keep a record of children attending



EQUALITIES:

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

HEALTH & SAFETY:

Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality, and data protection and report all concerns to an appropriate person.

KNOWLEDGE, EXPERIENCE & TRAINING:

- Experience of working with or caring for children of the relevant age
- Excellent numeracy and literacy skills
- Good communication skills
- Basic knowledge of first aid
- Ability to work in a team
- Understanding of the needs of children

WORKING ENVIRONMENT:

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

The job may involve lifting children after falls or accidents and moving equipment/furniture.

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem preemployment checks as unsatisfactory. Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE. By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.