

Wincham Community Primary School
Church Street, Wincham, Northwich
Cheshire, CW9 6EP

Head Teacher: Mr M Boot BA (Hons) QTS

Tel: 01606 668380

Email: head@winchamcp.cheshire.sch.uk

Website: www.winchamcp.cheshire.sch.uk

Facebook: www.facebook.com/winchamprimaryschool



Together we *learn, grow* and *dream*

Job Advert: Acorns Wraparound Care Deputy Manager

Wincham Primary School *Nurturing potential, building community.*

Job Title: Acorns Wraparound Care Deputy Manager **Salary:** Grade 4, pro rata (in line with Local Authority pay scales) **Hours:** 18 hours per week, term-time only (38 weeks per year) **Contract Type:** Permanent, part-time, pro rata **Start Date:** September 1, 2025

About Us: Wincham Primary School is embarking on an exciting new chapter, taking over the direct management of our popular Acorns before and after-school club from September 2025. This strategic move strengthens our commitment to providing seamless, high-quality wraparound care that is fully integrated with our school's values and fosters a safe, stimulating, and fun environment for our children.

About the Role: We are seeking an enthusiastic and dedicated professional to join our Acorns Wraparound Care Club as the Deputy Manager. This is an excellent opportunity to support the Manager in shaping and delivering a vital service within our school community.

As Deputy Manager, you will deputise for the Acorns Manager in their absence and provide essential support with the day-to-day running of the club. You will help deliver quality playcare within the framework of the club's and school's policies and procedures.

Line Manager: Acorns Wraparound Care Manager/Supervisor

Responsible for: Playworkers and Volunteers (in the absence of the Acorns Manager)

Key Working Relationships: You will build strong, positive relationships with the children attending the club, their parents or carers, school staff, governors, students, and volunteers. You will also engage with schools, childcare and play organisations, and relevant registering authorities.

Main Duties Include:

- **Operational Support:** Help the Manager with planning, preparing, and delivering high-quality play opportunities within a safe and caring environment.
- **Child Care & Safety:** Provide comprehensive care for children, including safely collecting them from school and delivering them to parents/carers.
- **Staff Support:** Provide support and supervision to playworkers and volunteers in the absence of the Manager.
- **Environment Management:** Set up and dismantle the play space, including moving furniture and play equipment.
- **Refreshments & Hygiene:** Provide refreshments and ensure that hygiene, health, and safety standards are rigorously met.
- **First Aid:** Administer first aid when necessary.
- **Child-Centred Approach:** Consult with children and involve them in planning activities.
- **Parental Engagement:** Encourage parental involvement in the club.



- **Communication:** Facilitate good communication with all members of the organisation, parents, schools, and childcare and play-related agencies.
- **Professional Development:** Undertake appropriate and relevant training to ensure continuous improvement.
- **Compliance:** Maintain a healthy, safe, and secure working environment, ensuring adherence to the club's and school's policies and procedures, and the Early Years Foundation Stage framework.

The closing date for applications is Friday the 30th June at 9am. Completed application forms and accompanying letters should be emailed to admin@winchamcp.cheshire.sch.uk
Interviews will be Friday 4th July.

Wincham Community Primary School places the highest priority on keeping our children safe and consequently the successful candidate will be subject to stringent vetting and enhanced DBS procedures.

M Boot
Headteacher