WRAP AROUND CARE MANAGER JOB DESCRIPTION

Job Purpose: We are looking for a highly motivated colleague to manage a wonderful team of people providing Wraparound Care for children in our school setting providing high quality before and after school provision for children from two to eleven years of age. There will be close links with teaching and safeguarding staff to ensure that the school’s ethos of being a place “where learning is a joy” is maintained.

Role Responsibilities: The successful candidate will overall responsibility and accountability for leadership of the Wraparound Care (Pre- and After-School) provision, including organising rotas of staff, managing levels of staffing to the number of children attending and ensuring the active engagement of the children through the time they use the provision.

Key responsibilities include:

• To plan for Wraparound care provision for pupils from Pre-school to Year 6, including scheduling of activities and staff rota planning

• To ensure the safety of both children and staff in a secure environment in line with school policies and procedures.

• To ensure the highest levels of pastoral care for pupils.

• To take responsibility for promoting a safe, orderly and tidy environment.

* To take responsibility for planning and providing healthy meals

• To liaise with external providers where applicable.

• To provide outstanding communications and excellent parent communications.

• To continually develop and improve the wraparound care provision, and work with the School Business Manager to maximise income.

• To develop an affinity with the culture of Charles Darwin Community Primary School and how that can be translated into Wraparound Care Provision.

• To attend INSET days, completing safeguarding and relevant training.

• To take responsibility for safeguarding during Wraparound Care Provision and liaise with the School Safeguarding Leads regarding safeguarding matters.

The job description will be reviewed annually with the Headteacher and the successful candidate in light of experience and good practice. There will be extensive support from the school. Approximately 25 hours per week, as a term-time position

Person Specification

Essential:

• At least an approved Level 2 qualification in childcare or teaching, and ideally an approved level 3 qualification

• Excellent planning and organisation skills

• Resilient, calm and tenacious under pressure

• Highly self-motivated, able to energise and motivate self and others

• Able to work unsupervised

• Ability to create a stimulating and enthusiastic working environment

• Ability to prioritise own workload and work flexibly, and at times under pressure

• Ability to work collaboratively in a team and delegate where appropriate

• Encourage high standards of effort, care and presentation

• Always promote positive behaviour with consistency and consideration for the aims and ethos of Charles Darwin Community Primary School

• Build excellent relationships with children, parents and colleagues

• Friendly and approachable with a can-do mind-set

• Punctual and flexible

• Commitment to promote and safeguard the welfare of children

Desirable:

• Paediatric first aid trained would be desirable, and willing to undertake further training as necessary

* Food hygiene qualification would be desirable, and willing to undertake further training as necessary

• Experience working in a School environment or experience of leading Wraparound Care Provisions

Applications:

Closing date for applications 12pm on Friday 4th July.

We encourage prospective candidates to visit the school. Please contact the school office to arrange a visit. [office@charlesdarwin.cheshire.sch.uk](mailto:office@charlesdarwin.cheshire.sch.uk) 01606 75194

Charles Darwin Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check. Charles Darwin Community Primary School is an equal opportunities employer. We welcome applications from all sections of the community.