



ELDWICK PRIMARY SCHOOL

Job Description

Wraparound Care Assistant

Main duties and responsibilities include:

- To work as part of the Wraparound Care Team under the direction of the Wraparound Care Coordinator.
- Support the Wraparound Care Coordinator in identifying pupils needs, planning and organising activities and taking part in the day to day administration of the provision
- To provide safe, creative and appropriate play opportunities, undertaking risk assessments when required.
- Responsibility for ensuring the safe arrival of children at the club and safe delivery to class, or carers at the end of each day.
- Set up the Wraparound Care room and resources prior to the start of the session and tidy away the end of the session, ensuring the area is left clean and tidy.
- Prepare and serve food items ensuring that hygiene, health and safety requirements are met.
- Ensure that adequate standards of safety and hygiene are maintained throughout the Wraparound Care provision.
- Work within relevant policies, e.g. Health & Safety, Child Protection.
- Attend meetings and training when required.
- Having due regard for safeguarding and promoting the welfare of children and young people, and following the child protection procedures adopted by the Eldwick Primary School.
- Ensuring that adequate standards of safety and hygiene are maintained throughout the Wraparound Care provision.
- Supervision of all areas both inside and outside, including the playground.
- Other duties as may reasonably be allocated by the Headteacher

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

This post is subject to a Disclosure Barring Service (criminal records) check.

GENERIC INFORMATION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
4. The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Person specification - Wraparound Care Assistant

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Good level of literacy and numeracy sufficient to carry out the job tasks. • Experience of working in a team situation. • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level • Experience of working with children and young children 	<ul style="list-style-type: none"> • Experience of supporting and advising parents • Clerical / administrative background • GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. • Qualifications relating to the post e.g. Health, Childcare, Food Hygiene, first aid qualification. • Willingness to participate in development and training opportunities.
Knowledge and skills	<ul style="list-style-type: none"> • Experience of liaising with staff, other schools and agencies. • Experience of creative and planning activities 	<ul style="list-style-type: none"> • Up-to-date knowledge of safeguarding legislation • Up-to-date knowledge of health and safety legislation
Abilities and aptitudes	<ul style="list-style-type: none"> • Excellent communication skills • Good organisational and time management skills • Able to display good judgement in a variety of situations • Able to work as a member of a team • Able to be flexible in carrying out duties of the role • Good awareness and ability to exercise confidentiality when necessary 	<ul style="list-style-type: none"> • Competent in using computer systems such as Microsoft Office
Personal qualities	<ul style="list-style-type: none"> • Passionate about all aspects of childcare and education • A caring and nurturing manner • Patience 	<ul style="list-style-type: none"> • Resilience to deal with challenging problems as they arise.