



Job Description

Job Title: Wrap around care assistant

Grade: Grade 3

Accountable to: Wrap around care manager

Hours: 17.5

7.45am – 8.45am and 3.15 -5.45pm 5 days a week

Job Purpose

Acting as part of a team, to take care and control, providing a safe and stimulating environment for children in the breakfast and after school club.

Main Duties

- To provide a safe and stimulating environment for children with creative play activities
- To supervise and interact with children undertaking planned activities
- Maintain a register of children
- Prepare & provide a healthy meal/snacks/refreshments to the children following food hygiene practices, and clean up afterwards
- Administer basic first aid as required
- Undertake the personal care of children as required, including toileting, dressing, sickness etc
- To communicate effectively with parents on a regular basis and report any information from parents as required
- Ensure the children and young persons are supervised at all times
- To have due regard for safeguarding and promoting the welfare of children and young people and to report all child protection concerns to the Designated Person
- Maintain the necessary resources required for the effective running of the clubs (e.g. books, activity sheets, paper, arts/craft equipment, etc.).
- To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages
- To promote the building of strong links between the wrap around care provision and parents/carers regarding after school activities
- Set a positive role model for children.

- To undertake duties such as cleaning Club room and toys, tidying up, etc
- Help set up and clear away all equipment/activities before and after all after school club sessions.
- Keep the storage areas tidy and ensuring toys and equipment are not damaged adhering to the school's Health and Safety Policy
- Assisting in the development of policies, procedures and assisting in the planning and preparation of a programme of activities
- To ensure confidentiality is maintained where appropriate
- Attending meetings as required
- Be willing to take professional development and be an enthusiastic member of the team.
- Any other duties deemed necessary for the safe and efficient running of the club. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time