

Lancashire County Council

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| JOB OUTLINE | |
| JOB TITLE: | Wrap Around Care Manager |
| GRADE: | Grade 4 |
| LOCATION: | Withnell fold Primary School |
| RESPONSIBLE TO: | Headteacher and Governors |
| STAFF RESPONSIBLE FOR: | Other Wrap Around Care staff |
| JOB PURPOSE: | The main objectives to be achieved by the Post holder |
| To create high quality play opportunities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in Early Birds Breakfast Club, including those with special needs. | |
| MAIN ACTIVITIES | What the Post holder will actually do What prescribed duties the post holder will have |
| <p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post</p> <ul style="list-style-type: none"> – To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment – To be responsible for implementing Safeguarding and Health and Safety policies and procedures – To ensure the EYFS requirements are met – To liaise with parents to enable the effective operation of the Club – To assist in the development of policies and procedures and lead the planning and preparation of a programme of activities – To manage Club staff and volunteers, taking responsibility for induction, allocation of work and training and supervision – To plan and accompany children on visits, ensuring that appropriate documentation and risk assessments are complete – To administer basic/paediatric first aid where appropriately trained. – To assist in the specific medical/care needs of pupils when specific training has been undertaken – To maintain registers of attendance/absence and other child records – To undertake routine clerical and financial administration as required – To assist in Club marketing and promotion – Maintaining stock and ordering supplies, including obtaining prices from occasional suppliers and the distribution and storage of stock. – To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis – To ensure confidentiality is maintained where appropriate. | |
| Note: | In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time. |
| Agreed by: Sara Moreton | |

Employee Specification Form

Title of Post Wrap Around Care Manager

| Personal Attributes required (on the basis of the job outline) | Essential (E) or Desirable (D) | To be identified by: (eg application form, interview, reference etc) |
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| Qualifications Relevant Child Care qualification (or equivalent) | E | AF |
| Experience Experience of working with or caring for children of relevant age Experience of undertaking administrative tasks Experience of managing staff | E E D | AF/I AF/I |
| Knowledge/skills/abilities Ability to relate well to children Ability to keep records and undertake necessary administration Ability to work as part of a team Ability to manage resources Good communication skills (oral and written) Good numeracy and literacy skills Ability to maintain confidentiality Basic knowledge of First Aid Ability to make effective use of ICT (e.g. Word, Excel) Flexible attitude to work Knowledge of safeguarding requirements Knowledge of Early Years Foundation Stage Ability to maintain a high standard of behaviour Great sense of humour Enjoy being outside | E E E E E E E E D D D E E E | AF/I AF/I AF/I AF/I |
| Other Commitment to Equality and Diversity Commitment to Health and Safety Satisfactory attendance record/commitment to regular attendance at work | E E E | AF/I |
| Special Requirements | | |