



## St White's Primary School

**Job Description: Wrap Around Care Assistant**

**Responsible to: Head Teacher**

**Hours of work:** Breakfast Club from 7.30 am – 8.40 am. After School Club from 3.15 pm – 5.30pm.

### Main Purpose of the Job

- To assist with the operation and delivery of the before and after school club, ensuring the safeguarding and supervision of the children for each session.
- To follow Health and Safety processes, policies and procedures including food hygiene.

### Key Tasks and Responsibilities

To provide before and after school care for children aged between 4 and 11 years. This provision is income generated and is not funded by the school budget.

### Main Duties

- To ensure you adhere to the St White's Safeguarding Policy and assist Wrap Around Care Administrator and Head Teacher to monitor and review the procedures regularly.
- To assist with the daily before and after school provision to ensure the quality of child care provision is of a high standard through creating:-
  - A safe, stimulating and caring provision appropriate to the developmental needs of the children in order to enable children to develop their social, cognitive and physical skills and to meet their emotional needs.
  - A wide range of play experiences.
- To assist with the provision of a healthy breakfast and teatime snack each day.
- To assist children with their homework in the afternoons
- To be a reflective practitioner, considering the activities being provided and adapting as necessary.
- Conveying a positive 'can do' attitude and presenting a 'united front' to secure successful outcomes for all children.





- Communicating clearly with pupils and all stakeholders;
- Taking responsibility both personally and collectively.
- To monitor and rotate the stock of groceries, checking best before dates, and assisting the administrator with ordering of groceries for wraparound each week.
- To undertake on-line learning on Food Hygiene, and follow best practice in storage and preparation of food.
- To ensure the health and safety of all children and staff in the club, including accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.
- To liaise with the Wrap Around Care Administrator to ensure effective communication with the parents/carers of the children within the team.
- To promote the wrap around care provision at St White's Primary School locally to ensure good income generation.

### **Duties and responsibilities – first aid**

- All wraparound assistants are encouraged to undertake first aid training.
- If not first-aid trained, if a pupil has an accident, summon assistance from a trained first-aider.
- If a pupil has an accident, make an immediate assessment of their needs and summon help if required.
- Provide basic first aid – cleaning wounds and covering, providing ice packs etc.
- In case of a serious accident, summon help from office staff or senior leadership
- Speak to the child's parent when they collect the child about what happened.
- Complete an accident form and bring to the office.

### **To Support and Contribute to the School's Responsibility for Safeguarding Children -**

- To understand and comply with the school's and local authority child Protection policy and guidelines
- If you have concerns about a child, speak to the DSL and complete a report on Myconcern





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## Challenge, Commit, Conquer and Celebrate



The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Head Teacher.

**Signed:** .....

**Date:** .....

