

Myatt Garden Primary School

# **Deputy Wraparound Care Manager**

## Applicant Information Pack



# Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. I am proud to have been part of the Myatt Garden community for over 20 years and as Head Teacher since 2014.

Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others. Our pupils are polite, friendly and demonstrate very positive attitudes to teachers, their learning and each other.

Staff are our most valuable resource and it is the people in our organisation that make the difference each and every day. It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

At our last Ofsted, inspectors recognised the ethos of Myatt Garden as very positive and instilling a sense of 'can do' in pupils and staff. They highlighted the significant part played by our bespoke curriculum and the way it encourages children to think for themselves and develop a real enthusiasm for learning.

Our aim is for our After-School provision to build on this, providing our pupils with quality wraparound care that offers a range of exciting and engaging activities that meet the needs of the 3—11 year old children.

We are excited about welcoming a new dynamic team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.



*Sally Williams*

*Head Teacher*

At the heart of our wraparound care provision is a strong belief that it should be far more than just childcare. We value a service that is child-focused, creative, and engaging—one that supports children's development, nurtures their interests, and gives them a safe, enjoyable space to begin and end their school day.



Our breakfast and after-school clubs are both popular and highly valued by our working families. In response to this growing demand, we are investing in expanding and further improving the provision to ensure we continue to meet the needs of our community while maintaining the high standards we are known for.

We are looking for someone who shares our vision and is excited about the opportunity to help shape and grow a truly enriching wraparound care experience.

*Eli Tabiri*

*School Business Manager*

# A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 357 children on roll, including our nursery. The school serves a very diverse community with our pupil premium children making up about 20% of our roll and 61% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens

“ I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls' lives around.”

“ Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham's Race Equality pledge to tackle race inequalities in education. In order to move from pledge to practice, we have made anti-racism central to our school improvement plan and envisage this focus continuing for a number of years.

Our last Ofsted inspection was in February 2025 where we remained a good school. We are categorised as a high performing and self-improving “green” school by the Local Authority.

# Wraparound Care

Our After School Club and Breakfast Club provides a much-valued service to our school community. A safe, fun place where pupils can continue to learn and play from when they are dropped off before school until their families are able to collect them after a busy day of work.

The After School Club provides a wide range of activities such as crafts, cooking, games and art, alongside opportunities to use the extensive outside area for sports activities and outdoor games.

A pupil club council provide important feedback on what they value, make suggestions for improvement and work with the adults to continually improve our After School Club.



Our Breakfast Club offers a warm and welcoming start to the day, providing children with a healthy, nutritious breakfast and the chance to ease into the morning through a range of calm, engaging activities. It's a relaxed and friendly environment where children can socialise, play, and get ready for the school day ahead, supported by caring staff who create a positive and reassuring atmosphere.

Moving forward, we aim to better incorporate school themes into our provision e.g. Black History Month, Book week, Take One Picture Art week.

Myatt Garden's wraparound provision is managed by the school and is based in the main school hall. It is available to all children from Nursery to Year 6.

Breakfast Club runs from 8 am to 9:15 am. After School Club commences when school finishes until 6pm. This is 3:15pm for nursery, 3:20pm for reception and 3:30pm for KS1 and KS2.

We have recently secured funding to expand our wraparound care provision which includes our after school club. We will be investing in new resources and staff and are expecting an increase in numbers accessing our provision.



## Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs every decision we make.

Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
  - ◆ Respectful, kind and eager pupils who love learning
  - ◆ An approachable, flexible and compassionate senior leadership team
  - ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
  - ◆ Excellent CPD opportunities and mentoring
  - ◆ Staff wellbeing committee and mental health champions
  - ◆ Free tea and coffee in the regularly stocked staff room
  - ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture

Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“ We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That's the magic of Myatt!”

“ There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

# Job Summary

We are looking for an energetic, dedicated and creative individual to join our team as the Deputy Wraparound Care Manager who will support the Wraparound Care Manager from 3pm to 6pm in our After School Club.

The role will involve designing an engaging program of activities that stimulate and captivate the mind of our pupils; guiding a team of talented staff on our wraparound care team; and building strong relationships with pupils, parents and the community.

The successful candidate must be available to start in **23rd February 2026 or as soon as possible thereafter**. This will be a term-time only post working 15 hours per week Monday to Friday. There may also be opportunities for additional ad hoc hours working in the breakfast club.

We are offering an annual salary at scale 4 which equates to an actual salary of **£11,703 - £12,043**

We know that the best way to get a true feel of our school and what we are like at Myatt Garden is by visiting us. We encourage all considering this role to come and visit our school. Please contact **Angel Stopher**, the School Admin Officer, by telephone on 020 8691 0611 or send an email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk) to arrange a visit.

We encourage applications from people from all sections of our wider community. The closing date for all applications is **at noon on 9th February 2026**



# Job Description

Job Title	Deputy Wraparound Care Manager
Pay Grade	Scale 4
School	Myatt Garden Primary School
Responsible to	Wraparound Care Manager, School Business Manager
Responsible for:	Wraparound Care Team

## MAIN PURPOSE OF JOB

To support the Wraparound Care Manager and Senior Leaders with the day to day organisation and operation of the wraparound care provision, and for the children in your care

## Statutory Requirements

The postholder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools' child protection and behaviour management policy.

## Main Functions

1. To provide full care for the children, including arrangements for receiving and releasing children from / to parents and/or named carers, and safely delivering them to school as appropriate
2. To support with providing high quality varied activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to all the children. Review and develop service provision where necessary
3. To deputise for the Wraparound Care Manager in their absence.
4. To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively
5. To provide safe, creative, appropriate play opportunities, preparing and organising the activities programme
6. To model effective pupil engagement by planning and delivering creative and stimulating activities
7. To be responsible for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Wraparound Care Manager
8. To encourage pupils to interact and play co-operatively with others and promote positive values
9. To ensure all staff are adhering to the school's Pivotal approach in dealing with behaviour issues
10. To carry out day to day administration, record keeping, ordering and purchasing materials and equipment, including visits to local shops to collect food items
11. To remind parents to pay outstanding fees where necessary

12. To work within an agreed budget, including purchase of food and refreshments and organising routine maintenance with the Premises Team
13. Ensure the wraparound care team provides immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance
14. To administer First Aid as appropriate and ensure the schools First Aid Procedure is followed
15. Be aware of special medical conditions, e.g. asthma, and the relevant precautions and treatments necessary and ensuring all team members are aware of this information
16. To ensure records are properly maintained e.g. attendance and accident/incident records
17. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children and encouraging parental involvement
18. To contribute to and implement all school and club policies and procedures and support staff to ensure policies and procedures are followed
19. To arrange and attend meetings as appropriate
20. To ensure the premises are locked and secure at the end of the session
21. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety and be responsible for implementing Safeguarding and Heath and Safety policies and procedures
22. Any other duties which are reasonably requested by the Wraparound Care Manager, School Business Manager or Head Teacher

## **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

The postholder will be required to undertake other duties commensurate with the level of the post as required to ensure the efficient and effective running of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

# Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>◆ Level 2 or equivalent in English &amp; Maths (minimum)</li> </ul>	<ul style="list-style-type: none"> <li>◆ First Aid Training</li> <li>◆ Food handling/hygiene qualification</li> <li>◆ Level 3 Childcare qualification or equivalent</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>◆ Knowledge and understanding of the Health and Safety regulations within the school</li> <li>◆ An understanding of good quality childcare</li> <li>◆ Knowledge of school policies on Child Protection, Pupil behaviour, and Equal Opportunities</li> <li>◆ An understanding of, and commitment to Quality Assurance</li> </ul>	<ul style="list-style-type: none"> <li>◆ Knowledge of food hygiene</li> <li>◆ Knowledge of the Playwork principles</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>◆ Ability to relate well to children and adults</li> <li>◆ Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>◆ Ability to provide and facilitate safe, creative activities</li> <li>◆ Ability to supervise and lead a team</li> <li>◆ Good communication skills</li> <li>◆ Good literacy and numeracy skills</li> <li>◆ Ability to establish a rapport with children and their parents</li> <li>◆ Ability to meet children's individual needs, including those with special educational needs</li> <li>◆ Ability to use judgement and common sense</li> <li>◆ Good organisation and leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>◆</li> </ul>

# Person Specification

<b>Experience</b>	<ul style="list-style-type: none"><li>◆ Experience of working with children (ages 3-11)</li><li>◆ Some experience of administration including budget management</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>◆ Experience of working with children (ages 3-11)</li><li>◆ Some experience of administration including budget management</li><li>◆ Ability to be a good representative of the school when dealing with the public, parents, children</li><li>◆ A personal commitment to equal opportunities</li><li>◆ Willingness to participate in further training and developmental opportunities offered by the school and council, to further knowledge</li><li>◆ Willingness to maintain confidentiality on all school matters</li></ul>	

# Selection Process

To apply for this role please complete the accompanying application form and submit this via email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk) or by post addressed to Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **12pm (noon) on 9th February 2026**



## Shortlisting

Applications will be shortlisted by the panel on **10th February 2026**

All shortlisted candidates will be contacted via email or telephone by

Shortlisted candidates may be subject to an online search.

## Interviews

Interviews will be held on **12th February 2026**

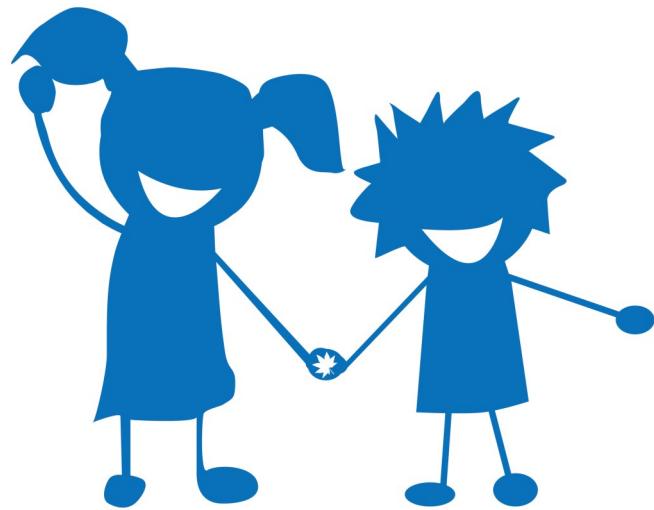
## Appointment

The successful candidate would be expected to start in **23rd February or soon thereafter**.

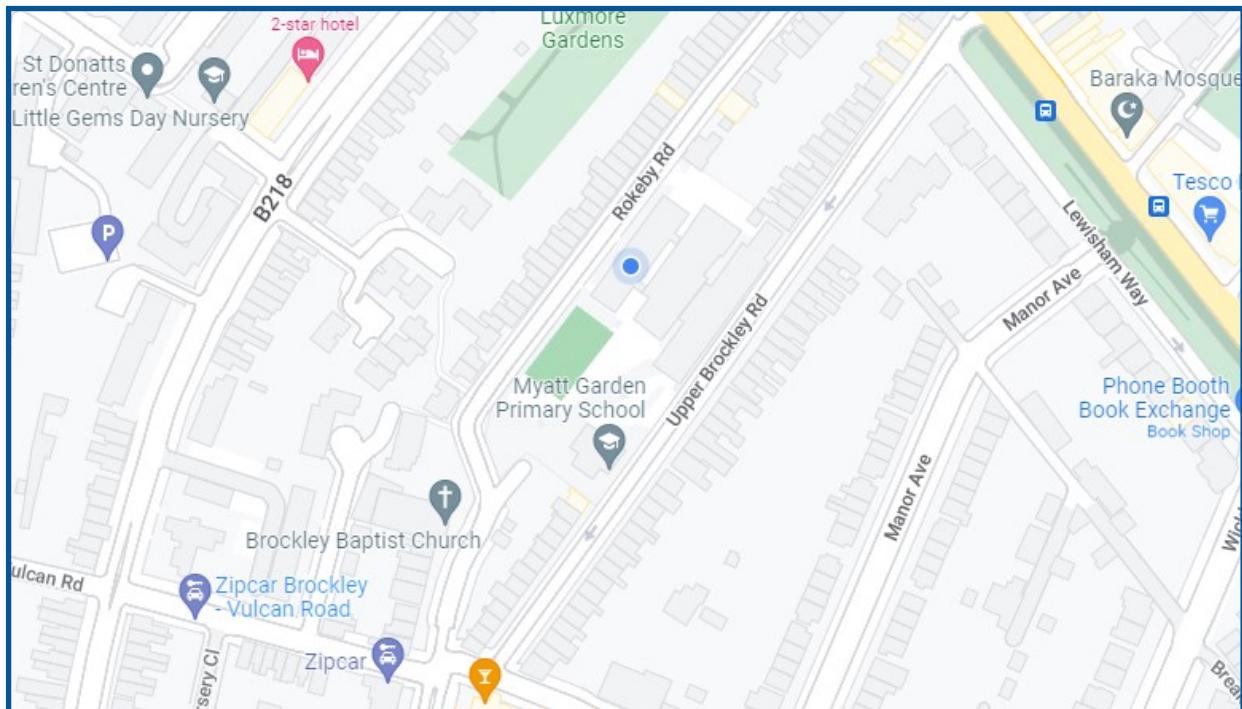
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Angel Stopher** on 020 8691 0611 or send an email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk).



## Myatt Garden Primary School



**Telephone**  
020 8691 0611

**Email**  
[recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk)

**Address**  
Rokeby Road, London SE4 1DF