



# JOB DESCRIPTION

## WRAP AROUND CARE ASSISTANT

Location: Blakedown CE Primary School

Responsible to: Wrap Around Care Manager

Permanent vacancy:

- 10 hrs a week (Tuesday-Thursday: 2.45-5.30 p.m. and Friday 2.45-4.30 p.m.)

Start date: 1<sup>st</sup> September 2026

### **Job purpose**

To work within the Wrap Around Care provision at Blakedown CE Primary School providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.

### **Main duties and responsibilities.**

- Nurture and encourage children, allowing them to participate and thrive within the Wrap Around Care provision.
- Plan and engage in a range of indoor and outdoor play activities.
- Prepare for the arrival of children, and tidy at the end of each session.
- Clean all facilities at the end of each session.
- Maintain a register of children attending Wrap Around care, and their location within the school.
- Help to prepare and serve food, ensuring all dietary requirements are adhered to.
- Liaise with parents and carers to maintain a good level of two-way communication.
- Maintain a safe and secure environment.
- To ensure compliance in areas such as Health and Safety, Safeguarding, and GDPR,
- To administer basic first aid and keep records of accidents and incidents.