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## Job Description for Wrap Around Care Assistant

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**Responsible to:** Head teacher & Wrap Around Care Manager

**Based at:** Thorpe Hesley Primary School

**Paid on:** Support Band C point 4

### OVERALL PURPOSE OF THE POST

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To help with the day to day organisation of the schools Wrap Around Care Provision

To provide a range of activities for children aged 3-11

To provide a welcoming, stimulating, safe play environment for children aged 3-11

### MAIN DUTIES

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- Assist with the day to day financial administration (collection of monies etc) and liaison with school office staff with regard to other matters.
- Help manage pupil attendance levels and registers ensuring the correct staff ratios are provided.
- Ensuring the delivery of creative play opportunities in a safe and caring environment.
- Providing safe, creative, appropriate play opportunities, preparing activities, organising the programmes.
- Administering first aid as appropriate.
- Initiating close liaison with parents, schools and other childcare and play related agencies including Early Years Development and Childcare Partnership.
- Attending meetings as appropriate.
- Carrying out all responsibilities and activities within an equal opportunities framework.
- Working within agreed policies.
- Undertake training which may be required by the registering authority to contribute to professional development.
- Maintain a healthy, safe and secure working environment.
- Prepare and cook food which is healthy and nutritious within budgets allocated.
- Ordering and collection of food supplies as required.
- Follow the Trusts safeguarding policy and report any concerns to the Safeguarding Lead and via CPOMs
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Wrap Around Care Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Working with children.</li> <li>Working in a team of support staff.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating and planning play opportunities.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>At least a level 2 Teaching Assistant qualification or equivalent in play work.</li> </ul>	<ul style="list-style-type: none"> <li>A current first aid certificate.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>An understanding of good quality childcare</li> <li>The ability to meet children's individual needs</li> <li>The ability to work as part of a team</li> <li>The ability to work on own initiative</li> <li>The ability to communicate at all levels</li> <li>Awareness of equal opportunities issues</li> <li>Awareness of health and safety issues</li> <li>Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>Confidence in using a range of computer programmes, including Microsoft Office and similar software</li> <li>Knowledge of health and safety practices</li> <li>Knowledge of safeguarding practices</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>Committed to equal opportunities</li> <li>Able to use good judgement and common sense</li> <li>Able to get on well with children and parents/carers</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>A responsible and caring attitude</li> <li>Patience and tolerance</li> <li>Creativity and flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced DBS certificate and barred list check</li> </ul>

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