****

**Wraparound Lead - Job Description**

**Responsible to:** Headteacher/Business Manager

**Key Purpose:**

To plan and actively participate in the operational delivery of good quality play and care provision for children aged 4-11 years.

To prepare food and snacks.

To plan and provide stimulating activities, engaging with children in a safe environment.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

**Main Activities:**

* To ensure high levels of food hygiene are maintained at all times in accordance with Safer Food Better Business guidance document.
* To plan and implement daily activities at the club to ensure the children’s needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
* To work with others to maintain an agreed standard of cleanliness and hygiene and to advise the line manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
* To ensure that all relevant records are maintained and training sessions as required.
* To ensure all safeguarding concerns are logged and appropriately dealt with according to the schools Safeguarding Policy.
* To undertake other duties and responsibilities of an equivalent nature as determined by the line manager.

The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy and Code of Conduct.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| **Qualifications and experience** | A good standard of general education NVQ Level 3 in the area of child care or equivalent or aboveExperience of working with children ReliableTrustworthyGood timekeeping | Understanding of food hygieneFirst Aid trained  |
| **Skills and knowledge** | Ability to provide and facilitate an inclusive, safe and creative play incorporating the play principles Communicate well with a wide range of groups and individuals Work as a team member Use common senseWork in line with all the school’s policies and procedures  | Knowledge of policies and procedures relating to child safeguarding, health, safety, security, confidentiality  |