

# JOB DESCRIPTION

## WRAP AROUND CARE MANAGER (GRADE 3)

### **JOB PURPOSE:**

To lead, manage and promote wrap around care and provide high quality care which supports the physical, intellectual and emotional development of children who attend the provision, ensuring their health and safety. To be responsible of the leadership and management of the setting in consultation with the EYFS Lead & Headteacher.

### **KEY RESPONSIBILITIES:**

- To lead high quality learning experiences and care for all children within the wrap around care provision at Blakedown.
- To provide a caring and educative service within a stimulating environment.
- To oversee the general welfare and safety of all children at all times, including the administration of basic first.
- To keep abreast of all relevant legislation regarding Early Years provision and lead change in the setting accordingly.
- To develop relationships with external professionals and outside agencies as appropriate to ensure the safeguarding of children.
- Undertake the role of Childcare DSL and follow all Child Protection procedures, including reporting to the school's DSL.
- To assist in the interviewing and oversee the induction of new staff.
- To line manage a small team of staff.
- To liaise with and report to Governors as and when appropriate.
- To build positive partnerships with parents and carers and provide excellent communication.

### **ADMINISTRATION:**

- To be responsible for administration such as record-keeping and ordering and purchasing materials and equipment, liaising with the Finance Administrator on a regular basis.
- To take the lead in formulating and reviewing policies in liaison with other staff.
- To have up to date First Aid Certificates and ensure safe administration of medication.
- To organise, maintain and follow appropriate Risk Assessments.
- To be responsible for marketing the wrap around provision on the website and ensure this is kept up to date.
- To promote and market the work of all aspects of the wrap around provision to wider audiences.
- To organise rotas for staff and organise supply staff.
- To maintain appropriate records and data for children attending the wraparound provision and plan for the admissions of children.
- To liaise regularly with the Headteacher in all aspects, including ensuring a high standard of health, hygiene and cleanliness.

### **MAIN DUTIES:**

#### **PROVISION:**

- To be responsible for developing long term, medium term and sessional plans which take into account the requirement of the Early Years Foundation Stage.

- To observe, monitor and evaluate everyday practice to identify strengths and areas for development to ensure standards remain high.
- To work with the Headteacher to ensure that the wrap around care provision has a safe learning environment for children, staff and others; that equipment is safe, standards of hygiene are high; safety procedures are implemented at all times and fire drills and other safety procedures are regularly practised.

**WORKING IN PARTNERSHIP:**

- To liaise with the Headteacher, senior leaders, Governors, Ofsted and other professionals as necessary and to ensure that all legal and statutory requirements are implemented and avoid duplication.
- To liaise regularly with parents through:
  - Information letters and newsletters
  - Updating the website
  - Organising and leading formal and informal discussions with parents are required
  - To participate in any whole school events when relevant
- To undertake any other reasonable duties as directed by the Headteacher.

**OTHER DUTIES:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Blakedown CE Primary School is committed to Equal Opportunities and expects all staff to recognise and value differences and to treat everyone with dignity and respect.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

**CONTACTS**

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

**Notes:**

- The Governing Body 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.

Signed.....Wrap Around Care Manager

Signed.....Headteacher

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