

Job Description: Wrap Around Care Manager

Title:	Wrap Around Care Manager
Accountability:	The post-holder will be line managed by the School Business Manager The post-holder will be accountable to the Co-Headteachers
Responsibility:	The manager will be responsible for the management of all the staff in the setting and the welfare of the children attending
Location:	Ridgeway Primary School
Hours:	7.15am – 09:45am - Monday to Friday term time 2.30pm – 6:30pm - Monday to Friday term time
Contact Type:	Permanent
Salary:	NJC Points 26-28 (Grade 8) -Pro rata

Purpose of the job:

To lead and be responsible for the day-to-day organisation of the Wrap Around Care provision at Ridgeway 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:

Delivering the Wrap Around Care Provision (Before and After School Clubs)

- To lead and develop the day-to-day management and organisation of the Wrap Around Care provision.
- To provide line management to a team of Play Workers and the Deputy Manager, directing the work of staff, supervising their activities and inducting new staff members.
- Work with all staff to deliver care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual needs of the children, including those with SEND.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- To build effective relationships with all children and their families and to take responsibility for communications with families, including managing concerns and complaints, reporting behaviour and/or health and safety incidents etc.
- Liaise with other school staff (including class teachers, teaching assistants, the SENCO) with regard to the needs of the children who attend the club.
- To manage all day-to-day communications with families to encourage their involvement and support of the Before and After School Club.
- To manage the distribution of staff across the service to ensure suitable staff-to-child ratios, moving staff and stepping in to support as required (e.g. in the event of staff absence).
- To plan and co-ordinate the daily meal offerings (including the wrap around care menu and ensure this does not overlap with the daily school menu), daily routines and timings to ensure the smooth and effective running of the service.

Management and Administration

- Uphold, implement and regularly review all policies and procedures relating to the Wrap Around Care provision, in partnership with the school's Headship Team.
- Maintain all records relating to the management of the group, ensuring confidentiality and data protection of the children, their families and members of staff in order to be compliant with GDPR.
- To be a designate Safeguarding Officer and lead on the safeguarding role for the service.
- Liaise with school staff to ensure effective management of the occupancy levels and waiting list.
- Liaise with the school's Business Manager to ensure rigid financial control of the Wrap Around Care budget and be responsible for the ordering and purchasing of some equipment, supplies and resources.

- To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances, and managing staff absences and lateness.
- Develop professional working relationships with the school, all relevant professionals and authorities including the local authority, food safety auditors and OFSTED.
- Monitor and evaluate the quality of the service, seeking views of parents and children using the service, and use these to continually review the Wrap Around Care service.
- Attend termly meetings with the line manager and prepare reports or provide information as required.
- Work in partnership with the school to provide the Wrap Around Care Provision.
- Maintaining working relationships with other school staff and site users (particularly the Business Manager, Headship Team and site manager/caretakers)
- To ensure that adequate standards of safety and hygiene are maintained throughout the Wrap Around Care service, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- Have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy.
- To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
- To carry out any other duties which will be seen to enhance the work of the Wrap Around Care service.

Staff

- Recruitment and induction of staff is carried out in accordance with the Recruitment Guidelines of the LA.
- Manage cover for staff illness etc.
- To work in partnership with the school's Headship Team to provide an appraisal system for staff and organise staff training to meet identified training needs.
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending any relevant meetings to keep abreast of all current issues relating to providing this service.

Key Accountabilities and Result Areas:	Key Elements:
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ To be aware of the school's and council's responsibilities under the General Data Protection Regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. ▪ To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Able to demonstrate a commitment to the council's Customer Care Policy.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To liaise with Office Staff regarding Attendance Logs and queries from families.
- To communicate effectively with the Headteacher and/or Senior Leadership team regarding any complaints or issues raised by families and/or staff in relation to ASC issues.
- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

PERSON SPECIFICATION: Wrap Around Care Manager

Candidates will be asked to describe their experience, knowledge and skills under the areas outlined in the candidate specifications if shortlisted for interview:

Experience	<ul style="list-style-type: none">• At least 2 years' experience of deputising or acting in a management role in a play, childcare, extended services, or school setting.• Experience of working with children in a play, childcare, out of school or school setting.• Supervision of staff and effective performance management.• Introducing and implementing change – an example where you have shown initiative and followed through to delivery.• Developing projects in partnership with families.• Involving children in shaping services and making decisions – responding to their views.• Working in partnership with other agencies.	Essential
Qualifications/Training	<ul style="list-style-type: none">• Minimum required is a level 3 qualification in childcare or playwork or other relevant professional qualification.• First Aid qualification	Essential
	<ul style="list-style-type: none">• Evidence of continuing professional development in childcare, play and out of schools services.	Desirable
Knowledge/Skills	<ul style="list-style-type: none">• Ability to lead a small team and work as part of a multi-disciplinary team• Knowledge and understanding of children's age and stage of development.• Current policy discussion and trends in children and family services.• Knowledge and understanding of: the Every Child Matters agenda; Children's Plan and Childcare Act 2006; Keeping Children Safe in Education; CAF• Ability to work in partnership with families, teachers, health, other childcare providers, youth, social care, community professionals and organisations.• Ability to work flexibly and have an open and flexible attitude.• Excellent communication and interaction skills (written and oral) with children and adults and the ability to communicate with diverse audiences.• Ability to create an inspirational and stimulating child-centered play and care environment.• Health and Safety and food hygiene legislation.	Essential
Equal Opportunities	<ul style="list-style-type: none">• Commitment to the implementation of the school's policies relating to equal opportunities, special educational needs and safeguarding of children.	Essential
Continuing Professional Development	<ul style="list-style-type: none">• Willingness to undertake additional training / staff development as appropriate.• Ability to reflect on your own professional practice.	Essential
Safeguarding of children	<ul style="list-style-type: none">• To work in a way which promotes the safety and well-being of children.	Essential

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 1986)