

**St John Fisher RC Primary School**

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Headteacher: Mrs M Harris

NOR: 248

**Wraparound Care Manager**

**Location:** St John Fisher RC Primary School, Denton, Manchester  
**Start Date:** November 2024  
**Contract Type:** Permanent, Term Time Only (until the start of the Holiday Club provision)  
**Salary: Grade E (SCP11 - 16) £25,979-£28,282 pro rata**

**Hours: 21 hours per week**

* **Breakfast Club:** 7:20am - 8:40am
* **After School Club (Mon to Thurs):** 3:00pm - 5:40pm
* **After School Club (Friday for Admin Purposes):** 2:00pm - 5:40pm
* **Holiday Club:** Weeks and Hours to be determined

**About Us:**

Are you passionate about creating a positive, engaging environment for children outside of school hours? St John Fisher RC Primary School is excited to announce a new Wraparound Care Manager position as part of our upcoming wraparound care provision. This is a fantastic opportunity to lead and shape our Breakfast and After School Club, providing a safe and nurturing space for children aged 3-11 years.

St John Fisher RC Primary School is a vibrant and welcoming community dedicated to providing the best educational experience for our pupils. As part of our commitment to supporting our families and enhancing our school community, we are excited to launch a brand-new Breakfast and After School Club provision opening in November 2024. This initiative aims to provide a safe, fun, and nurturing environment for our pupils outside of regular school hours, giving parents peace of mind and children a place to thrive. By joining our team, you will play a crucial role in the development and success of this exciting new program, and you will have the opportunity to be a part of its evolution from the very beginning.

**About The Role:**

As the Lead Playworker, you will play a pivotal role in setting up and managing our wraparound care provision. You will oversee the daily operations of the Breakfast and After School Club, ensuring that each child receives the highest standard of care and support. Your responsibilities will include planning and delivering a diverse range of activities that foster social, emotional, and physical development, while maintaining a safe and stimulating environment.

**Key Responsibilities:**

* **Operational Management:** Lead the wraparound care provision, including the Breakfast and After School Club, ensuring smooth daily operations and adherence to school policies.
* **Activity Planning and Delivery:** Design and implement engaging activities tailored to the needs and interests of children.
* **Staff Supervision:** Manage and support a team of playworkers, including training, scheduling, and performance evaluations.
* **Communication and Engagement:** Build strong relationships with parents and school staff to ensure effective communication and alignment with school values.
* **Health, Safety, and Welfare:** Ensure compliance with health and safety regulations and safeguarding policies.
* **Food Preparation and Handling:** Oversee the preparation and handling of snacks, ensuring nutritional standards and hygiene are maintained.
* **Holiday Club Development:** Contribute to the planning and development of the Holiday Club as part of the wraparound care provision, ensuring it meets the needs of the community.

**Planned Expansion:**

We are also in the early stages of developing a Holiday Club, which will extend our wraparound care provision into the school holidays. This initiative aims to provide continuous support for our families throughout the year, offering engaging activities and care during the extended breaks. As Wraparound Care Manager, you will play a pivotal role in the planning and development of this new Holiday Club, which is an integral part of our overall wraparound provision. You will have the opportunity to shape its offerings, ensure it meets the needs of our community, and provide a seamless, enriching experience for children throughout the year.

**Requirements:**

* Experience working with children in a similar setting is essential
* A passion for creating fun and engaging activities is essential
* Strong communication and interpersonal skills
* Ability to work as part of a team
* Reliability and a proactive approach
* First Aid qualification (or willingness to obtain one)

**Why Join Us?**

* Be a part of a new and exciting provision at St John Fisher RC Primary School
* Opportunity to make a real difference in the lives of children
* Supportive and friendly working environment
* Potential for future opportunities, including the possibility of a Holiday Club

**How to Apply:** We welcome applications from candidates interested in both the Breakfast and After School Club sessions, as well as those who prefer to work in only one of the sessions. To apply, please complete the application form attached and return to Mrs Zoe Wells, School Business Manager at [sbm@st-johnfisher.tameside.sch.uk](mailto:sbm@st-johnfisher.tameside.sch.uk)

**Application Deadline:** Friday 30th August 2024

**Shortlisting date**: Tuesday 3rd September 2024

**Task and Interview dates**: Tuesday 10th & Wednesday 11th September 2024

**St John Fisher Primary School is committed to safeguarding all of its students. All staff are required to adhere to our safeguarding policies and procedures, have good references and undertake full police checks. Candidates will be asked during interview questions around safeguarding children.** 

For further details and an application pack, please contact [sbm@st-johnfisher.tameside.sch.uk](mailto:sbm@st-johnfisher.tameside.sch.uk)  
  
Please note **only** applications submitted on a CES application form will be accepted. Applications returned to [sbm@st-johnfisher.tameside.sch.uk](mailto:sbm@st-johnfisher.tameside.sch.uk)

Please do not send a CV we cannot consider applications this way.

**Job Description and Person Specification**

**Job Title:** Wraparound Care Provision Manager (Breakfast and After School Club)

**Location:** St John Fisher RC Primary School, Haughton Green, Denton, Manchester

**Reports To:** School Business Manager

**Job Purpose:**

To lead, manage, and enhance the Breakfast and After School Club provision, ensuring a safe, enjoyable, and enriching environment for children. This role involves overseeing daily operations, planning activities, managing staff, and working closely with school staff and parents.

**Key Responsibilities:**

**1. Operational Management:**

* Lead the Breakfast and After School Club, ensuring smooth daily operations and adherence to school policies.
* Manage and supervise a team of playworkers
* Ensure the safety, cleanliness, and organisation of the provision.

**2. Activity Planning and Delivery:**

* Plan and implement a diverse range of activities that support children’s social, emotional, and physical development.
* Adapt activities to meet the needs and interests of different age groups and individual children.

**3. Staff Supervision:**

* Provide leadership and support to playworkers, including mentoring and evaluating performance.
* Foster a positive and collaborative team environment

**4. Food Handling and Preparation:**

* Prepare and serve healthy snacks for children, adhering to food hygiene and safety regulations.
* Ensure the kitchen and food storage areas are maintained to a high standard

**5. Communication and Engagement:**

* Maintain effective communication with parents and guardians, addressing any issues or feedback.
* Collaborate with school staff to ensure integration of wraparound provision with the school’s values and goals.

**6**. **Health, Safety, and Welfare:**

* Ensure compliance with health and safety regulations and safeguarding policies.
* Conduct regular risk assessments and maintain a safe environment for all children.

**7. Administrative Duties:**

* Handle administrative tasks related to the provision, including record-keeping and reporting.

**8. Collaboration and Teamwork:**

* Work closely with the school staff to align activities and care with the school’s values and operational standards.
* Participate in team meetings and contribute to the development of the wraparound care provision.

**9. Training and Development:**

* Participate in training sessions and professional development opportunities to enhance skills and knowledge relevant to the role.
* Stay updated on best practices in childcare and early years education.

**Planned Expansion:**

* **Holiday Club Development:** Participate in the planning and development of a Holiday Club, aimed at extending care and activities for children during school holidays. Contribute to shaping the program and ensuring it aligns with the needs of our community.

**Person Specification:**

**Essential Criteria:**

1. **Experience:**
   * **Playworker Experience:** Proven experience working with children in a similar setting, such as a Breakfast or After School Club, or a similar childcare environment.
   * **Leadership Experience:** Experience in a supervisory or leadership role, managing a team of staff in a childcare setting or similar.
2. **Skills:**
   * **Activity Planning:** Ability to plan and deliver a diverse range of engaging activities that cater to children's social, emotional, and physical development.
   * **Food Handling:** Competence in preparing and handling food, adhering to food hygiene and safety regulations.
   * **Leadership:** Strong leadership skills, including the ability to motivate, supervise, and support a team of playworkers.
   * **Communication:** Excellent communication skills for interacting with children, parents, and school staff, and for resolving any issues or concerns effectively.
   * **Organisational Skills:** Strong organisational skills for managing daily routines, administrative tasks, and ensuring smooth operation of the club.
3. **Qualifications:**
   * **First Aid Qualification:** A current First Aid qualification or willingness to obtain one.
   * **Food Hygiene:** Food hygiene certification or willingness to obtain.
4. **Attributes:**
   * **Passion:** A genuine passion for supporting children’s development and creating a positive and engaging environment.
   * **Proactive Approach:** A proactive and solution-focused approach to problem-solving and managing daily operations.
   * **Reliability:** High level of reliability and commitment to maintaining high standards of care and safety.
   * **Teamwork:** Ability to work collaboratively with other staff members and contribute positively to a team.

**Desirable Criteria:**

1. **Experience:**
   * **Leadership Experience:** Additional experience in a leadership or management role, including responsibility for budgets and resource management.
   * **Holiday Club Experience:** Experience in planning or managing a holiday club or similar extended care provision.
2. **Skills:**
   * **Program Development:** Experience in developing and implementing new programs or initiatives within a childcare setting.
   * **Administrative Skills:** Proficiency in handling administrative tasks related to budgeting, scheduling, and record-keeping.
3. **Qualifications:**
   * **Playworker Qualifications:** Relevant qualifications or experience in working with children, such as a Level 2 or 3 qualification in Childcare or equivalent.