

Role Profile: Wrap-Around-Care Assistant

Purpose

Reporting to the Wrap-Around-Care Manager the Wrap-Around-Care Assistant is responsible for the delivery of safe, creative, appropriate activities and the general welfare of pupils in our After School Wrap-Around-Care.

Key Accountabilities

- The position is part time; Working hours are 3.30pm – 6.30pm Monday to Friday during term time.
- Responsibility for ensuring the safe arrival of children at the club and the safe delivery to carers at the end of each day.
- The planning and preparation of safe, creative, appropriate activities, in a fun and caring environment.
- Keeping children safe and minimizing risks in the wrap-around-care environment including daily risk assessment checks.
- Preparing and serving snacks/refreshments for the children ensuring that hygiene, health and safety measures are met.
- Administering and recording first aid as appropriate.
- Being responsible for setting up the room for the daily activities and aiding with the care and cleanliness of the rooms and equipment, including tidying the rooms at the end of the day.
- Ensuring that display boards are kept tidy and filled with art work and activities.
- Positive management of children's behaviour.
- Adhering to the Policies and Procedures of Akeley Wood School.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders:

Internal – All School non/Teaching employees, Pupils

External – Education Establishments, Supplier, Parents

Person Specification

Essential	Desirable
Skills, aptitude, knowledge and experience <ul style="list-style-type: none">• Enthusiasm for working with children• An interest in the care, learning and development of children• A commitment to the provision of high quality childcare• A positive approach to learning and gaining new skills through teamwork and training opportunities	<ul style="list-style-type: none">• Previous experience of working with children in a voluntary or paid capacity
Personal qualities <ul style="list-style-type: none">• Good organisational, record keeping and planning skills• Punctuality• Excellent communication skills, with children, colleagues, advisors and parents/carers.• Patience• Reliability and trustworthiness• A positive approach to inclusive practice, with children and colleagues	<ul style="list-style-type: none">• Ability to work on own initiative and as part of a team.
Qualifications <ul style="list-style-type: none">• A positive approach to completing relevant short courses and qualifications• Some understanding of the importance of Health & Safety and Food Hygiene in the workplace	<ul style="list-style-type: none">• Completion of a recognised Childcare qualification, e.g. NVQ Level 3 Certificate for the Children & Young People's Workforce or Children's Care, Learning and Development• Completion of Safeguarding Awareness course• Health & Safety certificate• First Aid certificate• Completion of other relevant courses.

Signed: Date:

Name (Print):