



## Wraparound Manager Job Description

<b>Grade</b>	Grade 4 £21,968 - £25,409 pro-rata
<b>Job purpose</b>	To be responsible for the day to day organisation and operation of the before and after school club, ensuring the provision of a safe, caring and stimulating environment.
<b>Main duties and responsibilities</b>	<ol style="list-style-type: none"> <li>1. To ensure the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by producing a programme of activities, services and facilities designed to meet individual needs, including consultation of children.</li> <li>2. Administer first aid as appropriate.</li> <li>3. Work within appropriate child care legislation and other relevant legislation.</li> <li>4. Work within agreed policies and procedures and review as appropriate, challenging attitudes, behavior and practices that are discriminatory.</li> <li>5. Organise and provide full care for the children of school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/ or names carers.</li> <li>6. Co-ordinate and prepare nutritious and well-balanced snacks.</li> <li>7. Initiate and maintain close liaison with parents, school and other childcare and play related agencies, including the Early Years Development and Childcare Partnership.</li> <li>8. Responsible for the cleanliness and tidiness of the Clubs facilities, ensuring the designated area is clean and safe during the Club's opening hours and for handover to the school.</li> <li>9. Work flexibly, attend meetings as appropriate, and undertake staff development.</li> <li>10. Responsible for the day to day financial administration working within an agreed budget.</li> <li>11. Assist with any fund raising activities.</li> <li>12. Line manage a team of staff and volunteers, including inductions and staff appraisal and manage staff development.</li> <li>13. Manage the setting within the OFSTED framework.</li> <li>14. Ensure the policies and procedures of the setting are adhered to.</li> <li>15. Manage the day to day administration, record keeping and assessment, and ordering and purchasing of materials and equipment.</li> <li>16. Maintain appropriate records of children and staff/ volunteers.</li> <li>17. Ensure all planning for a high quality provision, evaluation and monitoring is recorded and documented. Recording of children's achievements especially related to the EYFS curriculum.</li> <li>18. Operate effective and efficient deployment of staff to provide differentiated and varied age related activities.</li> <li>19. Take responsibility of opening and closing the school in the absence of the Site Services Officer or as necessary.</li> <li>20. Any other duties and responsibilities within the range of the salary grade.</li> </ol>
	<p>All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.</p> <p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Responsible for:</b> Out of School Care Staff</p> <p><b>Responsible to:</b> Headteacher</p> <p><b>Date Reviewed:</b> February 2023</p> <p><b>Updated:</b> February 2023</p>



## Person Specification

This person specification sets out the essential criteria for this post. It also includes some other criteria that are not essential but are nevertheless desirable. Candidates applying for the post must meet the essential criteria and should try to provide some supporting evidence in their applications.

Area	Description	Criteria will be measured by:
Knowledge	<ul style="list-style-type: none"><li>• Understanding of good quality childcare.</li><li>• Knowledge of how children play and its relevance to their child development.</li><li>• Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children.</li><li>• Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs.</li><li>• A commitment to equal opportunities and an understanding of their application in childcare.</li><li>• Understanding of the Children's Act and Guidelines.</li><li>• A comprehensive understanding of Child Protection.</li><li>• Knowledge of Health and Safety issues.</li><li>• Understanding of the boundaries of confidentiality</li></ul>	Interview and Application
Skills and Abilities	<ul style="list-style-type: none"><li>• Able to plan, provide and facilitate safe and creative play.</li><li>• Able to provide stimulating activities for school aged children</li><li>• Ensure there are a variety of opportunities for children's activities.</li><li>• Able to provide care and comfort to children, ensuring they feel secure.</li><li>• Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability.</li><li>• Be aware of and able to meet the social and emotional needs of school-aged children on an individual basis and in a group setting.</li><li>• Able to communicate effectively at all levels.</li><li>• Able to liaise with professional workers in connection with work issues.</li><li>• Ability to relate easily and quickly to parents and children.</li><li>• Ability to build positive relationships with adults and children.</li><li>• Punctual and able to fulfil duties in a responsible manner.</li><li>• Able to work on own initiative.</li><li>• Able to work effectively as a member of a team.</li><li>• Able to lead and effectively manage a team.</li><li>• Ability to use judgement and common sense.</li><li>• Ability to handle situations calmly and effectively.</li><li>• Effective organisational skills.</li><li>• Able to keep records and produce regular project reports.</li><li>• Able to maintain accounts and inventories.</li><li>• Willing to undertake further training.</li></ul>	Interview and Application
Experience	<ul style="list-style-type: none"><li>• Working with school aged children and within a group situation.</li><li>• Providing support for parents.</li><li>• Working with other professionals.</li><li>• Experience of the registration process.</li><li>• Administration.</li><li>• Budget management.</li><li>• Supervision and management of staff</li></ul>	Interview and Application
Educational	<ul style="list-style-type: none"><li>• NVQ Level 3 or equivalent.</li><li>• Safeguarding/Child Protection training</li><li>• Food Hygiene Certificate Qualification</li></ul>	
Special Requirements	<ul style="list-style-type: none"><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li><li>• Possession of a current first aid certificate or willing to undertake training for this qualification.</li></ul>	

