

**Job Description – Deputy Wraparound Leader**  
**Grade 3**

**Responsible to / reviewed by:** Wraparound Leader and Headteacher (Reviewed November 21)

**Job Purpose**

To assist in the day to day organisation and operation of Wraparound ensuring the provision of a safe, caring and stimulating environment. Also to deputise in the absence of the Wraparound Officer

**Main Duties and Responsibilities**

1. To ensure the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment, by providing a programme of activities, services and facilities designed to meet individual needs including consultation with children.
2. To administer first aid as appropriate.
3. Working within appropriate childcare legislation and other relevant legislation.
4. To work within agreed policies and procedures and assist in the review as appropriate. Challenging attitudes, behaviour, practices which are discriminatory.
5. To organise and provide full care for the children of nursery and school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and or named carers.
6. To co-ordinate and prepare nutritious and well-balanced snacks.
7. To initiate and maintain close liaison with parents, school and other childcare and play related agencies including the Early Years and Childcare Service.
8. To be responsible for the cleanliness and tidiness of the Wraparound facilities, ensuring the designated area is clean and safe during Wraparound opening hours and for handover to the School.
9. To work flexibly, attend meetings as appropriate and undertake staff development.
10. To assist in the day to day financial administration, working within an agreed budget.
11. To assist with any fund raising activities.
12. To assist in line managing a team of staff and volunteers including induction, staff appraisal and to manage staff development.
13. To assist in the management of the setting within the OFSTED framework.
14. Ensure that the policies and procedures of the setting are adhered to.
15. To assist in the management of the day to day administration, record keeping and assessment, ordering and purchasing of materials and equipment.
16. Maintain appropriate records of children and staff /volunteers.
17. To ensure that all planning, evaluation, and monitoring is recorded and documented

Any other duties and responsibilities within the range of the salary grade.

**The post holder must comply with the school Health and Safety Policy and in particular is required:-**

- To take reasonable care for their own health and safety at work.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.

**‘Our school is committed to safeguarding children and promoting children’s welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhance DBS certificate with a barred-list check.’**