

**Vacancy Reference No:**

Job Title:	Wraparound Manager	Job Number:	L3243D
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	4
Location:	Willenhall Community Primary School		

Job Purpose:

To be responsible for the day-to-day organisation and operation of the Out of School Clubs, ensuring the provision of a safe, caring and stimulating environment.

Main Duties and Responsibilities:

1. 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. Administer first aid as appropriate.
3. Work within appropriate childcare legislation and other relevant legislation.
4. Work within agreed policies and procedures and review as appropriate, challenging attitudes, behaviour and practices that are discriminatory.
5. Organise and provide full care for the children from Nursery to Year 6, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or named carers.
6. Co-ordinate and prepare nutritious and well-balanced snacks.
7. Responsible for the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the Club's opening hours and for handover to the school.
8. Work flexibly, attend meetings, as appropriate, and undertake staff development.
9. Responsible for the day-to-day financial administration, working within an agreed budget.
10. Assist with any fund raising activities.
11. Line manage a team of staff and volunteers, including inductions and staff appraisal, and manage staff development.
12. Manage the setting within the OFSTED framework.
13. Ensure the policies and procedures of the setting are adhered to.
14. Manage the day-to-day administration, record keeping and assessment, and ordering and purchasing of materials and equipment.
15. Maintain appropriate records of children and staff/volunteers.

16. 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.
17. Operate effective and efficient deployment of staff to provide differentiated and varied age related activities.
18. Take responsibility of opening and closing the school in the absence of the Site Services Officer or as necessary.
19. Any other duties and responsibilities within the range of the salary grade.

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- 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
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 if police records via Disclosure and Barring Service (DBS)

Responsible for: Teaching Assistants supporting wraparound clubs

Responsible to: Head Teacher / Deputy Head Teacher / Business Manager

Date Reviewed: February 2024

Updated:



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Directorate: Children, Learning and Young People

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Grade: 4

Location: Willenhall Community Primary School

	Job Requirements
Knowledge	<ul style="list-style-type: none"> • Understanding of good quality childcare. • Knowledge of how children play and its relevance to their child development. • Knowledge of a range of activities to promote social/emotional and intellectual development of school aged children. • Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs. • A commitment to equal opportunities and an understanding of their application in childcare. • Understanding of the Children's Act and Guidelines. • Awareness and understanding of Child Protection. • Knowledge of Health and Safety issues. • Understanding of the boundaries of confidentiality.
Experience:	<ul style="list-style-type: none"> • Working with school aged children and within a group situation. • Working with other professionals. • Experience of the administration associated with an out of hours club • Budget management.
Skills & Abilities	<ul style="list-style-type: none"> • Able to plan, provide and facilitate safe and creative play. • Able to provide stimulating activities for school aged children. • Ensure there are a variety of opportunities for children's activities. • Able to provide care and comfort to children, ensuring they feel secure. • Be sensitive to the needs of children, recognising particular needs with regard to gender, ethnic origin and disability. • 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. • Able to communicate effectively at all levels. • Able to liaise with professional workers in connection with work issues.

	Job Requirements
	<ul style="list-style-type: none"> • Ability to relate easily and quickly to parents and children. • Ability to build positive relationships with adults and children. • Punctual and able to fulfil duties in a responsible manner. • Able to work on own initiative. • Able to work effectively as a member of a team. • Able to lead and effectively manage a team. • Ability to use judgement and common sense. • Ability to handle situations calmly and effectively. • Effective organisational skills. • Able to keep records and produce regular project reports. • Able to maintain accounts and inventories. • Willing to undertake further training.
Educational	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent. • Food Hygiene Certificate Qualification • Possession of a current Paediatric First Aid certificate or willing to undertake training for this qualification.
Special Requirements	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • 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).