

Job Description

Job title	Wraparound Manager
Responsible to	Headteacher
Hours of work	27.5 hours, term time only
Type of contract	Permanent
Salary	NJC Band D (Point 5-6) currently £25,583 to £25,989 (25/26) Pro rata – Subject to evaluation
Base	Forefield Community Infant & Nursery School

Job Purpose
<ul style="list-style-type: none"> The Wraparound Manager is responsible for ensuring that the service takes place according to prevailing legislation. The manager will work as part of a team and will liaise with the headteacher and the office Administrator. The manager is responsible for the good management of the environment and good record keeping. To organise and provide high-quality creative play opportunities to meet the individual needs of the children in a safe and caring environment. To provide a healthy breakfast/snacks and to be an integral part of the governors extended school provision.

Role and responsibilities

Key Responsibilities
The successful post holder will:
<ul style="list-style-type: none"> Manage and organise the day-to-day running of the school Breakfast Club. Work closely with the headteacher and governors in developing the wraparound care offer at Forefield Infants. Supervise the other members of staff of the wraparound staff and with guidance from the headteacher. Liaise with office staff for the ordering and purchasing of club materials and equipment. Provide an environment in which all children are safe, cared for, can enjoy themselves and develop good social skills. Deal with club correspondence. Use non-contact hours within contract to assist in the management of bookings and payments working alongside admin and finance office staff.

<ul style="list-style-type: none"> • Register children, signing them in and out of the wraparound club in a safe and responsible manner, ensuring adult child ratios are correct and subsequently ensuring the safe delivery of pupils to classrooms and collection of pupils from classrooms and clubs, including those at Forefield Junior School.
<ul style="list-style-type: none"> • Help organise and participate in various activities appropriate to the various children's ages.
<ul style="list-style-type: none"> • Ensure that activities are safely supervised.
<ul style="list-style-type: none"> • Assist in the preparation and provision of a range of healthy breakfast choices & snacks.
<ul style="list-style-type: none"> • Be aware of the health and safety of children attending the club and those working in it, including food hygiene requirements, allergies, first aid and to review and update risk assessments when requires.
<ul style="list-style-type: none"> • Work within child protection guidelines and liaise with the Designated Safeguarding Officers.
<u>Support for the school</u>
<p>The successful post holder will:</p>
<ul style="list-style-type: none"> • Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
<ul style="list-style-type: none"> • Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
<ul style="list-style-type: none"> • Contribute to the school ethos, aims and development/improvement plan.
<ul style="list-style-type: none"> • Work as part of a team, appreciating and supporting the role of other people in the team.
<ul style="list-style-type: none"> • Attend and participate in meetings as required.
<ul style="list-style-type: none"> • Undertake personal development through training and other learning activities, including performance management as required.
<p><i>Note: This is not a comprehensive list of all tasks which may ne required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.</i></p>
Safeguarding
<p>To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.</p> <p>In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.</p> <p>Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.</p> <p>The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).</p> <p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed,</p>

employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE). It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.

- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration

I accept this job description.

Print Name:

Signature:

Date:

Person Specification

Wraparound Manager

Criteria	Essential/ desirable
• An appropriate level 3 play work or childcare qualification.	D
• A suitable level 2 qualification in maths.	E
• Experience of working with 4 -11 year olds.	E
• An understanding of good quality childcare.	D
• A commitment to equality and diversity.	D
• Ability to provide and facilitate safe creative play.	E
• Ability to communicate at all levels.	E
• Experience of administration.	D
• Ability to work as part of a team.	E
• Ability to record activities and progress.	D
• Ability to meet children's individual needs.	E
• Ability to work on own initiative.	E
• Ability to use judgement based on logic.	E
• Possession of a current Paediatric First Aid certificate.	D
• Understanding of EYFS National Standards.	D
• A current driving licence.	D
• Experience of working within a school.	D

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.