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| **Job Title:** | **Wrap Around Care Manager** |
| **Reports to:** | **Senior Management** |

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| **Job Purpose**: |
| To co-ordinate and lead the day-to-day operation and contribute to the on-going development of the Wrap Around Provision. The Manager must ensure continued smooth and effective running of the provision, having direct supervisory responsibilities to communicate with and support all staff. |

**Main requirements of the job** (an indicative but not exhaustive list):

* Create a welcoming and supportive environment for the children and their families
* Plan and prepare a range of activities for the children on a rotational basis that meet the needs of all children and follow their interests, liaising with the Assistant Head to ensure all Ofsted requirements are met.
* To ensure the activities are varied and feel different to the school day
* To organise and communicate a staff rota to ensure that legal staffing requirements are met
* To oversee the work of others, offering support and encouragement to quality assure the provision
* To work in partnership with parents and carers to ensure they feel involved in their child’s care
* The post holder has responsibilities for the management of children’s behaviour within the setting but will work within strict guidelines and procedures. All unacceptable behaviour must be dealt with in line with the discipline procedure and reported on the relevant school system
* Supervising the cooking and serving of tea, assist with washing-up and preparation of the room for activities when required
* Ensuring that pupils who have homework to do are able to do it in a quiet environment
* Arranging that children taking extra-curricular classes are received safely to the provision
* Dealing with first aid issues
* Oversee bookings process, keep Register of pupils attending
* Ensure that the pupils are safely signed in/out of the provision and take responsibility for all children until such time as they are all collected.
* Assist in the purchasing process and orderly management of stock
* Ensuring the maintenance, cleanliness and safety of specialist equipment
* Contribute to the promotion of the club to maximise usage and continued success
* Consulting and liaising with the School Business Manager in any financial/administrative matters in connection with the After School and Holiday Club.

**Other duties and responsibilities**

* Support the aims and ethos of Broadheath Primary School
* Be aware of and comply with policies and procedures relating to safeguarding, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person using the correct school system
* Be aware of and support difference and ensure all pupils have equal access to opportunities.
* To learn and develop professional skills for yourself and the team
* Establish constructive relationships and communicate with other agencies/professionals as appropriate
* Undertake any other duties related to the job as required from time to time as directed.
* Adhere to all relevant policies and guidance.
* Attend and participate in Staff INSET sessions where appropriate.
* Use school communications systems as appropriate.
* To attend all promotional and marketing events, such as Open Days and Taster Days, as required, including those at weekends.

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| **Working hours** | |
| Hours per week: | **Variable – see below** |
| Pay Scale | **Band 4 scale points 12-17 based on Experience**  **From £24,496 - £26,845 pro rata** |
| Days of week required: | **5 days per week**  **2pm – 6pm During Term Time - 20 Hrs pw**  **36.25 Hrs pw to be worked between 7:30am – 6:00pm During School Holidays** |