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| **J o b D e s c r I p t I o n** | | | | |
| **Job Title:** | Wraparound Manager |  | **Reporting to** | Operations Manager |
|  |  |  | **Grade and Range:** | F |
| **Resources** | Staff and budgets |  | **Supervises:** | Play workers in Breakfast Club, After School Club and Holiday Club. |
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| **Purpose and context:** | * Lead the day to day running and organization of the Wraparound Care at Polam Hall consisting of Breakfast Club, After School Club and Holiday Club. * Manage all resources including staff, budgets, equipment and activities. | | | |
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| **Main duties:**   * Planning, preparing and delivering high quality, age appropriate play and enrichment activities within a safe environment. * Working with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment considering the individual developmental needs of the children. * Liaising with staff members and parents with regards to the needs of children who attend the club and keep accurate, up to date records. * Safeguarding children and promoting their health and safety including safe collection at the end of the session. * Providing comprehensive care for the children including collection from classes and delivering them safely to parents and carers. * Supervising the play workers and to be responsible for their induction, personal development, welfare and appraisals * Organising the space and resources before children arrive and pack away at the end of each session. * Collecting and sharing the data on attendees. * Ensuring the Wraparound provision is cost effective.   **Administrative Duties:**  General Administration  To lead the day to day administration and record keeping including:   * Processing bookings and ensuring all documentation is collected and recorded appropriately. * Liaising with parents and prospective parents, marketing the provision for growth. * Recording daily attendance and ensuring all play workers have accurate registers. * Maintaining all records relating to the management of Wraparound ensuring confidentiality and data protection of all parties. * Ensuring the provision is adequately staffed by experienced and qualified staff. * Dealing with all queries and concerns from parents and carers, liaising with Operations Manager, DSL and SENCO as necessary. * Ensuring records for meals are recorded correctly, liaising with the Catering Manager and all allergies and intolerances are catered for.   Financial Administration  To lead the financial administration of the club, specifically:   * Administering bookings and ensuring payments are up to date with any arrears being followed up in a timely manner. * Providing information to parents with regards to voucher schemes accepted by school. * Ensuring the records of attendance are recorded correctly against payments made. * Regularly review the terms and conditions. * Contributing to the preparation of the annual budget and purchasing equipment, supplies and resources.   Policies and Procedural Administration  To ensure policies and procedures are adhered to by:   * Ensuring all records are kept up to date and all staff are aware of any medical conditions, allergies or SEN issue. * Ensuring health and safety is maintained to a high standard throughout the Wraparound provision by regularly checking, monitoring and recording audits. * Ensuring due regard for safeguarding, child protection and promoting the welfare of children. * Upholding, implementing and regularly reviewing all policies, procedures and risk assessments   Marketing  To ensure the provision is viable and continues to grow, by:   * Ensuring that the provision is marketed to best effect by use of social media, the school website, banners and leaflets. * Monitoring the numbers of attendees and analysing trends. * Responding to trends to ensure numbers are maintained and aiming for growth. * Ensuring all sessions are carefully planned and communicated to staff.   Other   * To participate in the school’s annual appraisal process. * To have regard to guidance on keeping children safe in education. * To observe health and safety requirements and to contribute to ensuring a safe working environment. * To take responsibility for one’s own continuing professional development. * To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications. * These responsibilities are not exhaustive and the post holder is expected to carry out any related duties commensurate with their skills, abilities and grade. | | | | |

P e r s o n S p e c i f i c a t I o n

**Wraparound Manager**

E = Essential criteria, D = Desirable criteria

**Qualifications**

E - Good general education to at least level 3 or equivalent.

D- Relevant Level 3 qualification in child care.

D- Safeguarding and child protection training.

E- Paediatric First Aid Certificate or willing to undertake the training as soon as practicable.

**Experience and Knowledge**

E - Experience of working with children from Reception to Year 8.

D- Experience of working in a play based setting.

E - Experience of working in a management or supervisory capacity.

E- Experience of general administration and record keeping.

D- Experience of budgeting, purchasing and resource planning.

**Skills and Abilities**

E- Proven leadership skills

E- Excellent communication and organisational skills.

E- Experience of general administration and record keeping.

E- Able to work as part of a team and be responsive.

E - Strong attention to detail.

**Motivation**

E - Appropriately motivated to work in a school setting before and after school and in holiday times.

E - Ability to ensure the provision of a safe service.

E - Motivated to perform the job well and to continuously develop themselves and others.

E - Commitment to Trust and Academy ethos and values.

**Personal Qualities**

E – Reliability, friendly and approachable.

E - Emotional resilience appropriate to level of job and responsibilities.

E - Ability to establish good working relationships with all relevant key contacts.

E - Strong team ethic, supportive of others.

E - An understanding of child protection and safeguarding in educational establishments.

E – Abilty to demonstrate sound judgement and maintain confidentiality.

**Special Conditions**

E - Will be required to work outside of normal school hours.

E - All postholders will be required to undertake an enhanced DBS check. Individuals on the children’s barred list (and adults barred list where relevant) should not apply.