|  |
| --- |
| **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. |
|  |  |  |  |  |
| **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.
 |
|  |
| **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 AdministrationTo 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 AdministrationTo 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 AdministrationTo 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

MarketingTo 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.