

Job Description

Wraparound Care Manager

Required ASAP

# Job Description

**Position: Wraparound Care Manager**

**Salary: Grade 5 point 7 – 11 pro rata £24,294 - £25,979**

**Headteacher: Mrs Sophie Blick**

**Deputy Head: Mrs Joanna Skidmore**

# *Aspire, flourish and make a difference, together!*

1. **Job Purpose**
   * To lead and be responsible for day-to-day management of before and after school care, providing care and play opportunities in a safe and secure environment
2. **Key Responsibilities**
   * To lead the day-to-day management and organisation of the Before and After club within the agreed Local Authority and Inspection standards, policies and procedures
   * To ensure and provide care, play opportunities and activities in a safe and secure environment, with regard to the individual needs of children
   * To ensure and provide full care for children, including the provision of snacks to those children who require it
   * To manage and lead a team of staff to deliver high quality creative play opportunities in a safe and caring environment
   * To be responsible for the day-to-day administration, record keeping, ordering and purchasing of equipment, supplies and resources
   * To be responsible for administering bookings and fees
   * To manage agreed budgets
   * To be responsible for setting up and clearing away at the beginning and end of each session
   * To liaise with parents, school and other agencies as appropriate and encourage parental involvement and support of the club
   * To be responsible for the planning and development of the club, in line with the Governors requirements as requested
   * To ensure quality assurance and to attend team and Governors meetings as requested
   * To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises
   * To provide equality of opportunity to all within the out of school club environment, including children, staff and parents
   * To ensure confidentiality of any information received and work with the remit of the Data Protection Act
   * Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
   * To ensure all tasks are carried out with due regard to Health and Safety
   * To undertake appropriate professional development including adhering to the principle of performance management.
   * To adhere to the ethos of the school
     + To promote the agreed vision and aims of the school
     + To set an example of personal integrity and professionalism
     + Attendance at appropriate staff meetings and parents evenings
   * Any other duties as commensurate within the grade in order to ensure the smooth running of the school