



JOB DESCRIPTION

POST	Wraparound Assistant
GRADE	3 (Scale Points 3-4) FTE £22,737 – 23,114
RESPONSIBLE TO	Headteacher
STAFF MANAGED	None
LOCATION	Stanley Grove Academy
JOB PURPOSE	To support the aims of the provision by contributing to high quality practice and provision. To add to staff ratios where required, cover for staff illness, courses, holidays etc.
JOB CONTEXT	Attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Breakfast Club/ After School Club. Duties to include caring and playing with groups of children, as well as providing a light breakfast/ meal. Enthusiasm and commitment is a key factor to provide a relaxed family feel breakfast/ after school environment.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
KEY OUTCOMES	<ul style="list-style-type: none"> • Greet children on arrival, provide and supervise play • Prepare food as required, as per menu of day • Follow risk assessment guidelines • Follow food hygiene guidelines • Report to the breakfast club leader / after school club leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines. • Deal with incidents in accordance with agreed breakfast club/after school club policy strategies; encourage pupils to take responsibility for their own behaviour • Assist younger children to cut up food • Check that pupils arrive at their classrooms safely into the care of the teacher • Liaise with parents

	<ul style="list-style-type: none"> • Report all accidents to Breakfast Club Leader/ Afterschool Club Leader complete form for parent • Ensure any person on the premises is authorised to be there
PHYSICAL/ WORKING CONDITIONS	<ul style="list-style-type: none"> • Report any faults in equipment and resources • The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying. • Outdoor working conditions in dry weather & indoor working conditions in wet weather.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Treat all users of the school with courtesy and consideration • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all • Comply with health and safety policies and procedures at all times • Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times
SYSTEMS AND INFORMATION	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
DATA PROTECTION	<ul style="list-style-type: none"> • To comply with Accomplish policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
EQUALITIES	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

FLEXIBILITY	<ul style="list-style-type: none">• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Accomplish MAT Policies and Procedures.
CUSTOMER SERVICE	<ul style="list-style-type: none">• Accomplish requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.• Accomplish MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION



WRAPAROUND ASSISTANT

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
Knowledge <ul style="list-style-type: none">• Knowledge of healthy eating• Childcare supervision• Relevant knowledge of first aid	<ul style="list-style-type: none">• Knowledge of Ofsted requirements
Experience <ul style="list-style-type: none">• A reasonable period of relevant experience in a childcare setting/ school or a qualification	
Physical Skills <ul style="list-style-type: none">• Be physically able to participate in play and active-based learning• Accurate record keeping where appropriate	
Skills <ul style="list-style-type: none">• Ability to work on own initiative and as part of a team• Confidentiality must be respected at all times• To be a positive role model and show a caring and understanding approach to children• Ability to motivate children through a variety of exciting, stimulating and well planned experiences.• Ability to adapt quickly to the needs of children of different age groups.• Excellent interpersonal skills	
Qualifications	<ul style="list-style-type: none">• Food Hygiene• First Aid• NVQ2 Childcare
Other Requirements	

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| <ul style="list-style-type: none">• Enhanced DBS clearance | |
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