

# St Mary's C of E Aided Primary School

*A Christ-centred school with a child-centred curriculum*

Tel: 01798 872007

Email: [office@st-marys-pulborough.w-sussex.sch.uk](mailto:office@st-marys-pulborough.w-sussex.sch.uk)

Website: [www.st-marys-pulborough.w-sussex.sch.uk](http://www.st-marys-pulborough.w-sussex.sch.uk)

Link Lane  
Pulborough  
West Sussex  
RH20 2AN

Headteacher: Mrs S Copus B.Ed(Hons), NPQH

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**Afternoons 3:15pm – 5.30pm – Term time only – Grade 3**

## **JOB DESCRIPTION - Wraparound Care Assistant**

### **Promote and exemplify the School Vision**

We treasure each child and enable them to flourish, using their God given potential and establishing a secure foundation for them to thrive in a rapidly changing world. We are a Christ-centred curriculum where wisdom and love shape learning and teaching within our community.

### **1. Purpose of the job**

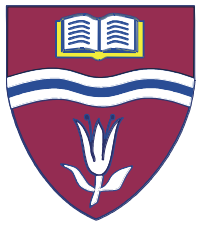
- To support the manager in all aspects of running the school's wraparound childcare, to include supporting activities, liaising with parents/carers and ensuring good care and safety at all times.
- To work together as a team to meet the needs and interests of the children in our care.
- To ensure that the children's needs are the priority.
- To address any concerns from staff or parents/carers, dealing with them appropriately.
- To adhere to correct ratios

### **2. Relationships (including accountability)**

- The post holder is accountable to the Headteacher
- To work in close collaboration with the wider wraparound care team.
- To be sensitive to the needs of the children and to follow the school's behaviour strategies and policies.
- The post holder establishes and maintains productive relationships with staff and seeks to develop harmonious and warm relationships with parents, prospective parents and pupils.

### **3. Duties & responsibilities**

- To support and assist in delivering a safe, secure and stimulating environment for children in wraparound care, including ensuring Early Years and Ofsted ratios/standards are maintained.
- To support wraparound childcare with pupils in Reception, Years 1 to 6.
- Ensure that any training needs are discussed with the manager to ensure a safe environment for all children at all times.
- To ensure that a high level of customer service is maintained at all times.
- Deal with accidents and sick children, completing appropriate paperwork.
- Ensure all safety and hygiene standards are upheld.
- Help children reach their correct destinations such as clubs during after school care.
- Ensure good liaison with the kitchen, office staff, cleaners, caretakers, including matches, change of numbers, venue issues, dietary requirements.
- Plan, organise and help children with independent play and manage social relationships, in conjunction with the team.
- In conjunction with colleagues, ensure that general tasks are completed at the end of sessions, ensuring that all used areas of the school are left clean and tidy.
- Assist in ensuring that registers up to date.
- Help lay, serve and clear away tea.



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## General:

- To maintain confidentiality in and outside of the workplace.
- To be proactive in matters relating to health and safety and to be familiar with and work within the required Health and Safety standards as laid out in the school's policy
- To attend INSET days and participate in training and other learning activities as required.
- To ensure punctuality and example in attitude and dress of at all times.

## 4. Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.