



Headteacher: Mr Iain Horner

Chesterton CE Primary School  
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## **WRAP-AROUND CARE LEAD**

### **GRADE 7, SCALE POINTS 13-17**

#### **PURPOSE OF ROLE**

To be responsible for providing high quality play opportunities and care for children in a safe and inclusive environment, in accordance with the school's ethos and procedures.

To be responsible for the day to day organisation and operation of our before and after school wrap-around provision.

This post holder is responsible for ensuring that all school Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies.

#### **MAIN DUTIES**

- To work closely with other Breakfast Club and Tree House staff to plan and provide care and creative play opportunities in consultation with children.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour according to the school's Behaviour Policy.
- Set the hall up ready for Breakfast Club to start at 7.30am daily.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To organise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To ensure the food offered at Breakfast Club and Tree House contributes towards a balanced diet, and complies with current school food guidelines.
- To be aware of children with specific medical needs and food allergies, ensuring that correct procedures are followed for the preparation of food, and administration of first aid and medication.
- To ensure that food provided is prepared, served and cleared away, dirty crockery and utensils cleaned and tidied, and tables/benches wiped in accordance with current Food Safety and Hygiene legislation.
- Monitor and rotate food supplies; place weekly online grocery order for delivery.
- Liaising with the school office to carry out day to day administration and record keeping; liaising with the School Business Manager over purchase of materials and equipment, and providing reports as required.

- Managing the rota, ensuring that staff/child ratios are met and arranging cover for absences when needed.
- To work as part of the whole school team and liaise with relevant school staff.
- To establish constructive relationships and communicate with parents/carers, and other professionals as required.
- To develop and review wrap-around care risk assessments, policies, procedures and good working practice, in consultation with the staff. To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher.

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, 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 and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- In accordance with the provisions of the current Health and Safety at Work Act, to take reasonable care for the health and safety of yourself, colleagues and pupils and to co-operate with their duties under statutory health and safety provisions .

#### **SAFEGUARDING AND PROMOTING BRITISH VALUES**

- To have due regard for safeguarding and promoting the welfare of children and British Values, and to follow all associated child protection and safeguarding policies as adopted by the school and the Local Authority.

**Signature of Post Holder:** \_\_\_\_\_

**Date**    /    /

**Signature of Headteacher:** \_\_\_\_\_

**Date**    /    /