



Harting Church of England Primary School

Job description:

Wrap Around Care Assistant (Breakfast and After School Club)

This job description may be amended at any time, following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

Main purpose

To ensure that the school's extended provision promotes the safety and wellbeing of pupils in your care. This will involve working with others, preparing engaging activities and making sure that all school policies are followed at all times.

Duties and responsibilities

Planning and delivering activities

- › Plan and deliver age-appropriate activities and experiences to support pupils' development
- › Work together with staff to ensure the effectiveness of planned activities.
- › Offer educational instruction where needed to help pupils to share equipment
- › Supervise pupils during activities and help to resolve issues between pupils
- › Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor and major incidents inline with school policy.
- › Record details of incidents in line with the school's reporting procedures
- › Feedback concerns relating to pupils' health and safety to a senior member of staff
- › Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- › Co-ordinate and offer support with setting up and putting away all equipment safely
- › Adhere to all school policies.

Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- › Support pupils with their independence and self-esteem when carrying out activities

Working with others

- › Follow the direction and expectations of the After School Club Leader.
- › Work collaboratively with others to ensure that the provision is effective in meeting the needs of all children. This includes effective supervision.
- › Work with external agencies as appropriate
- › Seek support from others when necessary.
- › Ensure spaces used are clear and tidy following their use.
- › Ensure the hall is left set up for breakfast club the next morning.

Safeguarding

- › Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- › Keep accurate attendance records and report non-attendance in line with school procedures
- › Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness

- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Only dismiss children to known adults – if unsure then contact emergency contact before dismissing.
- Ensure that children are supervised at all times.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	
Skills, knowledge and experience	• Enthusiasm for working with children • An interest in the care, learning and development of children • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training • Opportunities • Experience of working with children. • Experience of facilitating play with children from 4-11 years old.	
Personal qualities	• Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Ability to work on own initiative and as part of a team.	
Qualifications	• A positive approach to completing relevant short courses and qualifications • An understanding of the importance of Health & Safety and Food Hygiene in the workplace	

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role

This job description may be amended at any time in consultation with the postholder.

Last review date: July 2026

Next review date: July 2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
