

JOB DESCRIPTION

Job Title: Wraparound Childcare Assistant
Grade: 1
Hours:
Responsible to: Headteacher or Wraparound Childcare Supervisor
Directly responsible for: None
Indirectly responsible for: None

Main Purpose of Job:

Supervise school aged children during breakfast and/or afterschool club.
Prepare and serve non-cooked breakfast and/or healthy drink and snack during afterschool club.

Main Duties and Responsibilities:

1. To prepare the dining area to include moving and setting up tables and chairs and to wash up dishes.
2. Prepare and serve a simple uncooked breakfast (cereal, fruit, toast) and/or healthy drink and snack during afterschool.
3. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
4. To assist children in preparing for meals including handwashing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
5. Be responsible for children during outdoor activities; ensure that appropriate adult to child ratios are maintained at all times and are in line with DfE guidance and legislation. Complete a list of children to ensure that everyone is accounted for.
6. Ensure a First Aid box is taken outside during outdoor activities.

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7. To be aware of the school's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
8. Complete an accident form (or equivalent) as necessary, making sure that school are informed of any incident, in accordance with the school's own Health and Safety policy.
9. Support all children, regardless of their need (SEN, dysregulated etc) and ensure that positive relationships are built between adult and child. Escalate any concerns related to behaviour that cannot be managed within wraparound to the Wraparound Supervisor (or Headteacher if Supervisor is not available) and inform parents where appropriate.
10. Be aware of all school policies and procedures.

PERSON SPECIFICATION

Job Title: Wraparound Childcare Assistant
Department:
Person Specification prepared by: Headteacher
Date Prepared:

Attributes	Essential	Desirable	How Identified
Relevant Experience	Previous experience of working with children in a supervisory capacity	Previous experience of working with children within a school or similar environment	Application form/interview
Education and Training	Good levels of literacy and numeracy. Food Hygiene Certificate	Food Hygiene Qualification. Current paediatric First Aid (PFA) qualification	Application form
Special Knowledge and Skills	Good communication skills Ability to prioritise between different demands		Interview
DBS Required	This role will be subject to an enhanced DBS check		Interview

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Any additional factors	Self-motivated and enthusiastic. Patient, tolerant and friendly approach. A willingness to work with children,	Experience in preparing and serving simple meals.	Interview
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Job Information Questionnaire

Review Job Information

Thank you for completing the Job Information Questionnaire. The details provided are shown below and can be amended, if necessary, by clicking the title of the relevant section. The Pay & Grading Team has been notified of the completed questionnaire and will be in contact shortly.

Main Information

?Job title:	Wraparound Childcare assistant
?Present job grade:	1
?Department:	Education, Arts & Libraries
?Service:	Schools
?Section/school:	
?Immediate manager's job title:	Headteacher/Wraparound Childcare Supervisor

Supervision/Management of People

The post holder does not supervise/manage staff.

Creativity and Innovation

?Examples of creativity and innovation. You must indicate the frequency in brackets() after each example:

creativity and innovation required to efficiently manage and supervise pupils.

?Describe any instances where the post holder has to find a new solution or a new response to issues:

n/a

?Give examples of the post holder's response to problems and indicate the frequency for each example:

problems resulting from behaviour management issues.

?To what extent is the job/work determined or assisted by guidelines, controls, limits, procedures and systems? Please give examples:

clear guidance, policies and procedures relating to behaviour management, child protection and equal opportunities.

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Contacts and Relationships

Type of Contact?		Who?	Why and What?	When?
?A: Routine exchange of information	Yes	pupils	to ensure safe supervision conditions	daily
?B: Providing routine explanations/advice	Yes	pupils	as above	daily
?C: Providing detailed explanations / advice on specialised matters	No	N/a	N/a	N/a
?D: Influencing / Persuading	No	N/a	N/a	N/a
?E: Tact and Diplomacy	No	N/a	N/a	N/a
?F: Care and Compassion	No	N/a	N/a	N/a
?G: Coaching / Mentoring / Motivating	No	N/a	N/a	N/a
?H: Counselling	No	N/a	N/a	N/a
?I: Interviewing	No	N/a	N/a	N/a
?J: Handling Client Relationships	No	N/a	N/a	N/a
?K: Conflict Resolution	Yes	pupils	to ensure safe play environment	daily
?L: Formal Training / Teaching	No	N/a	N/a	N/a
?M: Formal Presentations / Public Speaking / Public Representation	No	N/a	N/a	N/a
?N: Formal Negotiation	No	N/a	N/a	N/a
?O: Providing advice on highly complex matters	No	N/a	N/a	N/a

?Does the post holder represent or negotiate on behalf of the Council?

No

?If yes, please identify the circumstances. How often does this occur?

N/a

Decisions

? Examples of important decisions:

decisions regarding health and safety implications of play activities and pupil behaviour

? Examples of important recommendations:

N/A

? On what issues does the post holder go to his/her manager for advice/guidance/a decision?

advice on behaviour management issues, child protection concerns.

? What policies, procedures, manuals, working standards or other guidelines/rules affect your decisions?

Policies in place for these issues

? Describe what advice is available from the post holder's manager or other sources e.g. rules, guidelines, manuals. Is the advice available all the time, daily, weekly, etc. and is your manager at another location. If so, where?

advice available daily. Policies and written guidance is readily available.

? Please identify the major consequences of any decisions the post holder makes for clients, the public, other staff or the service:

potentially dangerous situation for pupils in terms of inappropriate behaviour

? What are the implications if the post holder gets something wrong?

pupil safety

? How quickly would any error be rectified and how? Who would the post holder inform?

Immediately. Inform Headteacher

Resources

? Is the post holder accountable for the accurate handling / security of cash, cheques and credit/debit cards?

No

? If yes, indicate the amount(s) and nature of the responsibility:

N/a

? Is the post holder accountable for proper use and safe keeping of plant / equipment?

No

? If yes, please specify the items and nature of the responsibility:

N/a

? Is the post holder responsible for materials / items of stock?

No

? If yes, identify the value of the materials / stock involved and nature of responsibility:

N/a

? Is the post holder responsible for the use, manipulation and safe keeping of data systems whether manual or computerised?

No

? If yes, name the system and identify the nature of the responsibility and time taken:

N/a

? In the case of computerised data systems does the post holder have a password and have the responsibility to amend records (not just read only)?

No

? Is the post holder accountable for the proper use and safekeeping of buildings?

No

? If yes, specify the building(s) involved and nature of responsibility:

N/a

? Is the post holder a key holder?

No

? Is there more than one key holder for the building(s)?

No

? If yes, specify the job titles of other key holders:

N/a

Work Environment

? Is the job subject to change or interruption?

No

? If yes, give examples of the cause of interruption and frequency:

N/a

? Is the post holder's work subject to deadlines?

No

? If yes, give examples and frequency:

N/a

? Does the post holder have to resolve conflicting priorities / resource needs?

No

? If yes, give examples and frequency:

N/a

? What kind of physical effort is involved in the job? e.g. standing, walking, lifting, cleaning. Give examples and state the average minutes or hours per day spent on each activity and whether the activity occurs on a daily basis or not?

supervising play activities for 1 hour per day maximum

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? Is there a requirement for use of IT equipment?

No

? If yes, please indicate the level of usage of the IT equipment i.e. average number of hours per day:

N/a

? Describe the post holder's working conditions (e.g. office, depot, client's house, workshop, outside). Is there exposure to heat, cold, dirt/dust, noise, weather, vibration, unpleasant working conditions etc.? Please specify which condition and number of hours per day:

Pleasant working conditions for 1 hours per day maximum

? Is there any potential risk to personal safety, illness, health in the job?

No

? If yes, give examples stating who or what poses the potential risk and indicate the frequency:

N/a

? If the post holder works with the public or clients, can s/he call upon the immediate support of other members of staff?

Yes

? How would this support be obtained?

colleagues within same room

Knowledge and Skills

? If you would like to draw attention to any particularly important aspect of the job description/ person specification you may do so below:

? Are there any other points you would like to make?

Contents Agreed

When the details shown above have been agreed by both the manager and the post holder(s), please complete the form below.

Name of Job Analyst

Job Evaluation Code

EDSH

Any additional information?

Proceed >>

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