



JOB VACANCY



WRAPAROUND CARE CO-ORDINATOR

Salary: Scale E SCP 13 - 17

£6152.54 - £6605.73 pro rata

Contract: Term Time Only

Mon - Fri 17.5hrs per week

Start Date: Nov 2018

Interview Date: W/C 22nd October 2018

Closing Date: 9.00am Wednesday 17th October 2018

"Education is for improving lives and for leaving your community and world better than you found it"

Wood End Primary is a small village school within Community Academies Trust and the Executive Headteacher is seeking to appoint a Wraparound Care Co-Ordinator to join our team where children will thrive in our caring, exciting, and inspirational learning environment.

We are driven by a desire to lead rather than follow, and to be beacons of outstanding local provision, which our community can rely on for the excellent education we provide for our children.

This role is offered on a part time basis, working 3.5 hours per day over five days during term time, to supervise and co-ordinate the day-to-day before and after school wraparound sessions, ensuring provision of high quality childcare

Successful applicants must be able to;

- Supervise and ensure the safety and well-being of children in Yrs1 to Yrs6 before and after the school day.
- Work under the direction of the Headteacher or the designated person in charge of pupils.
- Demonstrate a positive, resourceful and proactive demeanour.

General Tasks

- Organise activity programme and plan, prepare and lead appropriate play opportunities/activities
- Deliver play opportunities/activities
- Day to day supervision, work allocation and organisation of play assistants
- Observe and evaluate children's development, play and learning experiences, in conjunction with the Headteacher (or other senior member of staff)
- Provide care for the children including: delivering and collecting small groups from class, ensuring safe return to appropriate person
- Liaise with parents (re: attendance and collection of children, charges for and collection of fees, child behaviour and wellbeing whilst at the club etc.).
- Undertake day-to-day administration tasks including maintenance and updating of records
- Liaise with school administration over payments and purchasing of materials
- Ensure that resources are maintained and clean and arrange for replacement/new resources
- Work within the Children's Act, ensuring that standards and guidelines are adhered to by self and others
- Understand and ensure Child Protection procedures, H & S policies, confidentiality procedures are adhered to.
- Administer first aid as appropriate and according to policies

How do I apply?

To apply for this position, please complete the Application Form and Equal Opportunities Monitoring Form on the Wood End School Website www.woodend.eschools.co.uk. Submit the forms by email to Fiona Hinds, School Business Manager by no later than 9am on Friday 12th October 2018. This vacancy is also advertised on W M Jobs Website websites.

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards in line with Community Academies Trust vision and values.

Community Academies Trust supports Equal Opportunities Employment.
Community Academies Trust Company Registration No. 07472736