

**Wrap Around Care Pre-School Assistant Job Description**

<b>Job Purpose:</b>	To support the Wrap Around Manager and Pre-School Lead in the provision of high-quality activities for pre-school aged pupils at the start and end of the normal school day
<b>School of Work:</b>	Hemingford Grey Primary School
<b>Job Title:</b>	Wrap Around Care Pre-School Assistant
<b>Hourly Rate:</b>	<b>£10.50 – 11.50</b> (Based on qualifications and experience)
<b>Daily Hours:</b>	Breakfast Club: <b>07:30 - 09:00</b> and/or After-School Club: <b>15:00 - 18:00</b>
<b>Total Hours Available per Week</b>	<b>22.5</b> - Monday to Friday (39 weeks) Additional work may be offered through our holiday camps
<b>Contract Type:</b>	Fixed Term – 1 academic school year (1 <sup>st</sup> September 2023 to 18 <sup>th</sup> July 2024) (Part Time / Full Time)
<b>Responsible To:</b>	Wrap Around Care Manager / Pre-School Lead

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist in planning programmes of activities appropriate to the age and ability of the group.
2. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to engage fully and develop as competent and confident individuals able to effectively work within groups.

3. Assist and supervise breakfast and snack mealtimes
4. Attend staff meetings and training as required to fulfil the role.
5. Assist with the organisation and management of equipment.
6. Appropriately and professionally refer and follow procedure for any instances of Safeguarding, Health and Safety and behavioural concerns they may have about pupils to the Manager and Designated Safeguarding Lead.
7. Ensure facilities and equipment are maintained to high standards through use of appropriate materials to clean and sanitise working areas as required.
8. Provide appropriate support and supervision for children who are ill or have had an accident, attending to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.
9. Be aware of and apply the school's policies and procedures as they are presented.
10. Being aware of confidentiality issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
11. Participate in appropriate school-based meetings and training activities within contracted hours.
12. Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses for CPD courses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a DBS check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

## Wrap Around Care Pre-School Assistant Specification

Applicants will be required to meet and/or demonstrate the following:

Person Specification	Essential	Desirable
<b>Qualifications</b>		
Holds or completion before September of a minimum level 2 NVQ or CACHE in Early Years or Education	✓	
Evidence of continuing professional development in childcare, out of school services		✓
Paediatric first aid qualification		✓
Enhanced DBS Check with Barring Lists or be willing to undergo a check	✓	
<b>Experience</b>		
Experience of working with children in a play, childcare or out of school setting	✓	
Involving children in shaping services and making decisions		✓
Experience of making inviting snacks and supervising meal times		✓
<b>Knowledge</b>		
Knowledge and understanding of children's age and stage of development through the EYFS framework	✓	
Knowledge and understanding of Safeguarding and Child Protection	✓	
Equal Opportunities issues	✓	
Health & Safety and Food Hygiene Legislation		✓
<b>Skill Competencies</b>		

Professionally discrete and able to respect confidentiality at all times	✓	
Firm, sensitive and effective approach towards pupil discipline, in accordance with school policies and pupil needs	✓	
Excellent communication (written & oral) and interaction skills with child, parents and colleagues	✓	
Ability to create and inspirational and stimulating child centred play and care environment	✓	
Good organisational ability	✓	
A commitment to the club and school ethos	✓	
<b>Personal Attributes</b>		
Creativity	✓	
Positivity & enthusiasm	✓	
Patience, kindness and approachable manner	✓	
Adaptability	✓	
Initiative	✓	