



## Kington St Michael CE Primary School

### Wrap Around Care Club Lead

We are looking to appoint a motivated and enthusiastic After School Club Leader who will be responsible for providing and leading high quality play activities for children aged 4 to 11, in a safe and secure environment.

- Are you imaginative, creative and love working with children?
- Are you able to deliver high quality child care?
- Are you fun, caring, reliable, flexible and have excellent communication skills?
- Can you create a relaxed and sociable environment?

Then this exciting opportunity to join our warm caring school could be just the job for you!

We have a strong Christian ethos and have created a warm and friendly environment with supportive and caring staff and wonderful pupils who enjoy coming to school.

#### **What you have to achieve:**

- High standards of care and play opportunities.
- Positive working relationships with staff members, outside professionals, parents and carers.
- Happy, supported and engaged children.
- Ensure the Wrap Around Care Club is a fun, caring, warm environment where children want to attend and enjoy their time.

#### **Duties & Responsibilities:**

- To lead the day-to-day organisation of the Wrap Around Care Club.
- To create a safe, welcoming and friendly environment, delivering high quality creative play opportunities.
- To embrace each child's individual needs, unique qualities and personalities in a homely and nurturing environment, with regard to the age ranges of children.
- To carry out day to day administration such as taking attendance registers, ensuring that children are signed out correctly, record keeping and ordering provisions in line with school processes.
- To provide comprehensive care for our children, including the safe delivery and collection to/from parents and carers.



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- Undertake duties such as setting up and tidying up the play space, supervising activities and serve healthy snacks/meals to our children.
- Consult and liaise with the children and involve them in the planning of activities and fully support inclusive practice, ensuring that all children can be involved in the activities offered if they wish.
- Liaise with the school with regard to the needs of the children who attend the Breakfast and After School Club and to be aware of any dietary requirements and medical issues of any children attending the club
- Liaise with parents to encourage positive parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers that supports and values their child.
- Pass on correspondence to teachers from parents/carers and vice versa.
- Ensure appropriate planning is in place to maintain the required standards, ensuring that the relevant equipment and resources are available, consulting with the Head teacher and Senior Leadership Team when necessary.
- Regularly monitor and evaluate the quality of the service.
- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Be an effective role-model for children and practitioners at all times.
- Ensure that all children are kept safe and that all staff members understand and follow KSM Safeguarding Procedures.
- To identify any potential child protection issues and report them to KSM Designated Safeguarding Lead / Deputy Designated Safeguarding Lead.
- Support all children by promoting positive strategies for unwanted behaviour, in line with KSM's Behaviour Policy.
- To ensure the Breakfast and After School Club offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Support all children with Special Educational Needs and Disabilities.
- In the event of an accident follow KSM first aid rules and ensure that the incident is recorded and parents/ carers and head teacher informed.
- Develop and maintain highly professional working relationships with relevant Local Authority Advisors, outside agencies and regulatory bodies for support and guidance.
- Ensure compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted.



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- To be responsible for implementing and following safeguarding and health and safety policies and procedures, including food hygiene.
- To act as an ambassador for the school and maintain a positive image of its aims and objectives.
- KSM expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

### **Safeguarding Statement:**

Kington St. Michael C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore applicants must be willing to undergo child protection screening, including checks with past employers, online checks and Enhanced Disclosure and Barring Service. Kington St. Michael C of E Primary School is an equal opportunities employer.

**Hours of work: 14 hours per week.**

**Monday to Thursday 3:10pm – 6.10pm and Fridays 3.10 – 5.10pm**

**Term time only**

The After School Club hours are 3.25pm-6pm Monday to Thursday and 3.25pm-5pm on Friday.

Visits to the school are very welcome, please contact the school office on:

01249 750454

[admin@ksm.wilts.sch.uk](mailto:admin@ksm.wilts.sch.uk)