



Wraparound Care Workers, Churchfields Primary School

PURPOSE OF THE ROLE

To support Churchfields' 'wraparound' provision (breakfast club and/or after school club). This will involve supporting children to participate in engaging and enriching activities and making sure they follow relevant policies and procedures to ensure their safety and wellbeing.

Breakfast club working hours are 7:30am to 9:00am and **after school club** working hours are 3:00pm to 6:00pm, Monday to Friday during school term time, including set up, preparation and clear up time.

You may support either club, or both - we will also consider part of the week e.g. working Monday, Tuesday and Wednesday.

ROLE DETAILS

Salary: Bromley localised pay scale BR4, Point 12. Full time equivalent £23,955 (£12.76 per hour).

Hours: School term time. Hours will be dependent on whether you support the breakfast club (7.5 hours per 5 day week), the after-school club (15 hours per 5 day week), or both (22.5 hours per 5 day week). In addition, you will need to attend some training sessions (you will be given advance notice and paid accordingly).

Location: Churchfields Primary School, Churchfields Road, Beckenham BR3 4QY

Contract type: Permanent

Reporting to: Headteacher

MAIN DUTIES AND RESPONSIBILITIES

All children and adults are **safe**

- **All members of staff are responsible for safeguarding the children in our care.**
- Provide full care for the children attending the programme, supervising them during recreational activities and when eating, ensuring they feel safe and looked after at all times.
- Be aware of and support children's medical/dietary needs, and assist with any basic first aid required.
- Ensure a high standard of safety and hygiene, helping to provide and clear away food, clear up spillages or breakages, and taking action to minimise health and safety risks.
- Ensure the safe transfer of children to class (after breakfast club) or collection (after school).
- Help maintain attendance, contact and collection records, keeping personal information confidential.
- Follow school policies for safeguarding, medical needs and health and safety, including the procedures for reporting disclosures, concerns, first aid, or health and safety incidents.

All children and adults are **excellent learners**

- Support the delivery of an excellent, engaging, developmental programme of activities and experiences.
- Help to meet the needs of all children, adapting activities as appropriate to their age and needs.
- Supervise pupils during activities and monitor and support their engagement.
- Make sure equipment and resources are set up, used, maintained and put away as required.

All children and adults have **excellent social and emotional skills**

- Encourage positive behaviour, independence and self-esteem.
- Make behaviour expectations clear, help children resolve issues, and follow the school behaviour policy.
- Report incidents of serious misbehaviour as advised.
- Follow directions from the school team on supporting specific pupils with additional needs.

All children and adults **achieve and succeed**

- Support the aims and ethos of the school and the Quality First Education Trust.
- Take responsibility for understanding and following all relevant school and trust procedures.
- Set a good example in terms of conduct, dress, punctuality, attendance and self-development.
- Participate in and contribute to staff training, meetings and professional development as required.

PERSON SPECIFICATION

This specification acts as selection criteria and gives an outline of the type of person we are looking for.

Essential requirements	
Qualifications	See 'Desirable requirements' below
Experience	Experience of children of primary school age, either personally or professionally
Knowledge and Understanding	Has an understanding of good quality childcare
	Has an interest in child development and meeting different needs
Skills and abilities	Able to engage children in fun and developmental activities
	Can communicate and build relationships with children, parents and carers, and staff
	Deals with issues with empathy, sensitivity and appropriate confidentiality
Personal and professional standards	Is motivated and proactive
	Has a relentless drive for improvement, excellence and equality
	Is committed to safeguarding, equality, diversity and inclusion
	Will uphold and promote the ethos and values of the school and the trust
	Works well as part of a team, taking direction and working unsupervised as required
	Has an exemplary record of attendance and punctuality
	Holds high expectations of pupils, adults and self
	Is committed to personal and professional development
	Is reflective and learns from experience

Desirable (non-essential) requirements	
Qualifications	Level 2: Minimum of 5 GCSEs grade 4-9 (or equivalent)
	Level 3: Certificate, award or diploma related to childcare
	First Aid qualification/training and experience (or willingness to train)
Experience	Experience of delivering activities that engage and develop children
Knowledge	Some knowledge of Special Educational Needs and Disabilities (SEND)
	Has an understanding of school safeguarding and child protection duties

PLEASE NOTE

The job specification in this document is illustrative of the general nature of the role, and level of responsibility. It is not a comprehensive list of all tasks. The postholder may be required to carry out other duties appropriate to the level of the role.

The job specification may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with salary and job title.

This post is subject to an enhanced DBS with barred list check. It is an offence to apply if you are barred from working with children. All applicants must complete the full Q1E application form (CVs are not accepted). Appropriate references will be sought, and we may carry out online searches of shortlisted candidates.