



GREENMOUNT PRIMARY SCHOOL, St Vincent's Road, Ryde, IOW, PO33 3PT
Tel: 01983 562165 email: admin@greenmount.iow.sch.uk

HEADTEACHER: Mrs Rebecca Day

Job Title: Wrap Around Care Coordinator

Job Purpose:

To run the day-to-day operation of the After School Club for children, ensuring that they can develop personally, socially and emotionally in a safe, caring and challenging environment

Main Tasks:

1. Oversee the day-to-day running of the provision ensuring that the service meets the care, play and educational needs of the children.
2. Create and implement an entertaining programme of activities to engage children across multiple age groups, which meets the developmental and welfare needs of the children.
3. Promote equality as an integral part of the role and treat everyone with fairness and dignity.
4. Administer First Aid (when qualified)
5. Ensure the maintenance of accurate records of attendance, registration, fees, and any other service documentation, ensuring it is stored in a secure manner ensuring retrieval of information in a timely fashion.
6. Prepare rooms and resources in advance and ensure that play equipment materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session.
7. Ensure that the children use the play equipment correctly.
8. Undertake all work to an agreed standard and in accordance with defined practices and procedures.
9. Work as a member of the team in an effective and efficient way.

OTHER TASKS AND RESPONSIBILITIES

1. To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality. To report all concerns to the appropriate person.
2. To contribute to the overall ethos, work, and aims of the school and to positively represent them to parents and children.
3. To maintain the utmost confidentiality in relation to duties and in relation to individuals.

4. To participate in training, other learning activities and performance development as required
5. To attend and participate in meetings as required.
6. To undertake any other duties commensurate with the duties, responsibilities or grade of the post as directed by the School Business Manager or the Headteacher.

Important Information:

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We ensure stringent safer recruitment practices are completed and require applicants to be willing to undergo child protection and social media screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.