

COGNITA

Role Profile: Wraparound Care Assistant (Zero-Hours)

Purpose

To assist in providing a high-quality childcare experience in a safe, caring and stimulating environment for pupils of Cumnor House School, outside of the educational hours before and/or after school. The Wraparound Care Assistant will assist with smooth running of all operations including the play and learning opportunities at Before School Care and/or After School Care.

Key Accountabilities (6-8 max)

Summary:

Summary of duties and responsibilities, but not limited to:

- Assist with the setting up of Before School Care and After School Care.
- Completion of daily register of pupils attending the Before and/or After School Care.
- Assisting and serving food and beverages appropriate to the time of day (appropriate Food & Hygiene training will be given).
- Maintaining a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative, and emotional development through play.
- Ensuring that the programme of activities delivered is interesting, valuable, and appropriate to the children using the facilities, by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Assisting with administering First Aid should the need arise (appropriate First Aid training will be given).
- Assist with tidying of the classroom or the hall and ensure the secure storage of resources and equipment is used.

Support for the school:

- Be aware of and comply with the procedures relating to child protection, food hygiene, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Work towards, contribute and support the school vision and the current school objectives outlined by the school.
- Attend and participate in relevant meetings and INSET days as required.
- Always complete all mandatory face-to-face and online training to ensure compliance.
- Set a good example in terms of dress, punctuality, and attendance.
- Undertake other duties from time to time as required and outlined by the school.

COGNITA

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of literacy, numeracy & ICT skills. 	<ul style="list-style-type: none"> • Paediatric First Aid training (training will be provided). • Food & Hygiene training Level 2 (training will be provided). • An NVQ 2/3 qualification in childcare or similar qualification.
Skills	<ul style="list-style-type: none"> • Ability to work calmly under pressure adapt effectively to changing circumstances/situations whilst remaining firm and fair. • Ability to work as part of a team and communicate effectively with children and adults. • Good organisational skills. 	<ul style="list-style-type: none"> • Ability demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for pupils
Experience	<ul style="list-style-type: none"> • Has experience of promoting pupils' social, emotional development. • Ability demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for pupils. 	<ul style="list-style-type: none"> • Working in a similar environment with children. • Working flexible working patterns.
Other	<ul style="list-style-type: none"> • Good time keeping and punctuality. • Flexibility – working patterns • Good attention to details when taking registers to ensure pupil numbers and names are recorded correctly for safety and billing purposes. • Knowledge and understanding of Safeguarding and Child Protection (training will be provided). 	<ul style="list-style-type: none"> • Knowledge of the use of MS Excel required for submitting overtime sheet to Payroll before the deadline each month.

COGNITA

Key Stakeholders:

Internal – Finance Team, Front of House Team, School Business Manager, Teachers.

External – Parents.

Signed: Name (print):

Date: