



Egerton Primary School

Job Role

Egerton Primary School

Grade 6 + Pension (LGPS)

For a confidential discussion about this post, more information, or to arrange a visit, please contact the school on 01565 213127 or admin2@egerton.cheshire.sch.uk

Job Description and Person Specification

JOB PURPOSE

To lead and be responsible for the day to day organisation of the wrap around care provision at Egerton Primary School, providing high quality, inclusive play and care-centred opportunities for children between the ages of 4- 11 years old in a safe and secure environment.

MAIN AREAS OF RESPONSIBILITY

Delivering After School Provision

- To lead the day to day management and organisation of the wrap around care
- To provide line management to a team of playworkers, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- Liaise with the school staff with regard to the needs of the children who attend the club.
- To plan and organise the production of a snack and simple evening meal for those children staying for the later session.

Management and Administration

- Uphold, implement and regularly review all policies and procedures relating to the wrap around care provision, in partnership with the school's Headship Team.
- Maintain all records relating to the management of the group, ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with Egerton's finance team to ensure rigid financial control of the Wrap Around Care budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
- Liaise with Egerton's finance/office team to administer bookings and collection of fees, ensuring that any money transactions are handled and documented, as directed by them.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required and maintaining records of staff attendances, checking and authorising salary pay claims and managing staff absences and lateness.
- To effectively manage the occupancy levels of the wrap around care; managing the waiting list and offering child care places. Promoting and marketing the wrap around care provision effectively to maintain occupancy. To liaise with parents to encourage parental involvement and support of the Before and After School Club.
- Develop professional working relationships with the school, all relevant professionals and authorities including the local authority and OFSTED.
- Monitor and evaluate the quality of the service, seeking views of parents and children using the service, and use these to continually review the wrap around care service.
- Attend termly meetings with the Headteacher and prepare reports for the Governing Body, as required.
- Work in partnership with the school to provide the wrap around care Provision.
- Maintaining working relationships with other site users.

- To ensure that adequate standards of safety and hygiene are maintained throughout, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- Have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by Knutsford Multi-Academy Trust.
- To carry out any other duties which will be seen to enhance the work of the wrap around care service.

Staff

- Recruitment and induction of staff is carried out in accordance with the Recruitment Policy.
- Manage cover for staff absences.
- To work in partnership with the Headteacher to provide an appraisal system for staff and organise staff training to meet identified training needs.
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending any relevant meetings to keep abreast of all current issues relating to providing this service.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.