

Wincham Community Primary School  
Church Street, Wincham, Northwich  
Cheshire, CW9 6EP

Head Teacher: Mr M Boot BA (Hons) QTS

Tel: 01606 668380

Email: [head@winchamcp.cheshire.sch.uk](mailto:head@winchamcp.cheshire.sch.uk)

Website: [www.winchamcp.cheshire.sch.uk](http://www.winchamcp.cheshire.sch.uk)

Facebook: [www.facebook.com/winchamprimaryschool](https://www.facebook.com/winchamprimaryschool)



Together we *learn, grow and dream*

## Job Advert: Acorns Wraparound Care Manager/Supervisor

Wincham Primary School

Nurturing potential, building community.

Job Title: Acorns Wraparound Care Manager/Supervisor

Salary: Grade 6, SCP 11-17 (to be determined by experience), pro rata

Hours: 25 hours per week, term-time only (38 weeks per year)

Contract Type: Permanent, part-time, pro rata

Start Date: 1st of September, 2025

About Us:

Wincham Primary School is embarking on an exciting new chapter, taking over the direct management of our popular Acorns before and after-school club from September 2025. This strategic move strengthens our commitment to providing seamless, high-quality wraparound care that is fully integrated with our school's values and fosters a safe, stimulating, and fun environment for our children.

About the Role:

We are seeking an inspiring and dedicated professional to lead our Acorns Wraparound Care Club. As Manager/Supervisor, you will play a pivotal role in the day-to-day operation of the club, ensuring the provision of quality playcare within the framework of our school's policies and procedures.

You will report directly to the Headteacher or School Business Manager and will be responsible for the direct supervision and support of our Deputy Manager, Play Workers, and Volunteers.

Key Working Relationships:

You will build strong, positive relationships with the children attending the club, their parents or carers, school staff, governors, students, and volunteers. You will also engage with childcare and play organisations, other schools, and relevant registering authorities.

**Main Duties Include:**

- **Leading Operations:** Provide effective day-to-day management of the Acorns club.
- **Activity Planning & Delivery:** Plan, prepare, and deliver high-quality play opportunities within a safe and caring environment.
- **Child Care & Safety:** Provide comprehensive care for children, including safely collecting them from school and delivering them to parents/carers.



- **Refreshments & Hygiene:** Provide refreshments and ensure that hygiene, health, and safety standards are rigorously met.
- **First Aid:** Administer first aid when necessary.
- **Environment Management:** Set up and dismantle the play space, including moving furniture and play equipment.
- **Child-Centred Approach:** Consult with children and actively involve them in planning activities and club development.
- **Staff Leadership:** Provide support and supervision to play workers and other staff, including volunteers.
- **Team Development:** Hold regular staff meetings and conduct regular reviews and appraisals for staff.
- **Administration & Finance:** Oversee administration and record-keeping, including staff and child records, financial records, ordering, purchasing, and working within an agreed budget.
- **Communication:** Develop and maintain excellent communication with all members of the club, school staff, and especially parents.
- **Professional Development:** Undertake appropriate and relevant training to ensure continuous improvement.
- **Compliance:** Monitor and maintain a healthy, safe, and secure working environment, ensuring adherence to the club's and school's policies and procedures, and the Early Years Foundation Stage framework.

The closing date for applications is Friday the 30<sup>th</sup> June at 9am. Completed application forms and accompanying letters should be emailed to [admin@winchamcp.cheshire.sch.uk](mailto:admin@winchamcp.cheshire.sch.uk)  
Interviews will be Friday 4<sup>th</sup> July.

Wincham Community Primary School places the highest priority on keeping our children safe and consequently the successful candidate will be subject to stringent vetting and enhanced DBS procedures.

M Boot  
Headteacher