



<b>Post:</b>	Wrap Around Care Assistant – Uffington Reach for the Stars
<b>Salary:</b>	£7,000 - £14,000
<b>Working hours:</b>	please see below
<b>Reporting to:</b>	Centre Manager

### **Wrap Around Care Assistant**

inspire+ are therefore looking to appoint an enthusiastic Wrap Around Care Assistant to help lead our provision at Uffington Primary School near Stamford from September 2021. Ideally applicants will be over the age of 18 to be suitable for this role.

The provision is in line with our charitable aims and will have a focus on physical activity. We will consider applicants with an interest in Education, Sports or Child Development. The successful candidate must share our passion for ensuring children are healthy, happy and active.

The Wrap Around Care Assistant will have responsibility for assisting with the running of the club. This will include planning, preparing and delivering high quality play opportunities, ensuring the safety and well-being of all children at all times.

The philosophy of the provision will allow children to access the government recommendation of physical activity per day outside of school. This will be accomplished in a variety of ways and not just through sport! Active play and active problem solving will all be a part of the provision. All ages and capabilities are engaged, not just those that are deemed as 'sporty'.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. If you have a disability and require any reasonable adjustments that will enable you to apply for this position, please let us know.

### **Duties**

- Oversee and manage bookings when required
- Deputise for the RftS centre manager when required
- Plan sessions for children who attend ensuring they are engaged in appropriate activities each session
- Be responsible for keeping a daily register and providing feedback for staff/parents
- Be responsible for ensuring children are signed in and out of the club appropriately
- Provide support for individual pupils to enable them to fully participate in activities
- Provide regular feedback about the children to other staff and parents
- Prepare and serve appropriate snacks (i.e. fruit, toast)
- Be responsible for all resources and produce a regular audit
- Ensure a positive experience at all times
- Fully adhere to and promote Safeguarding Policies
- Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with policies and procedures
- Operate at all times within the stated policies and practices of inspire+

## Person Specification

D=Desirable for the job (you do not need to meet all the criteria)

E=Essential for the job (you need to meet all or most of the criteria)

Attributes	Criteria	Rank
<b>Education / Training</b>	Relevant qualification i.e. Children's Play, Learning and Development, EYFS, Teaching Assistant	D
	Prepared to undertake the relevant level 2 or 3 training through inspire+	E
	Qualification in Food Hygiene	D
	First Aid certificate	D
	Safeguarding certificate	D
	Pediatric First Aid Certificate	D
	A relevant Level 1 or 2 Sporting qualification	D
<b>Experience</b>	Experience of working with primary school aged children	E
	Experience of liaising with parents/carers	D
	Experience of delivering physical activities to children	D
	Experience of line managing staff	D
<b>General</b>	Knowledge of legislation relevant to Early Years i.e. EYFS, SEN, Safeguarding, Childcare Act	E
	Knowledge of child development and children's needs	D
<b>Skills</b>	Ability to manage bookings	E
	Ability to communicate and build strong relationships with adults and children	E
	Possess a level of general computer literacy with a range of good IT skills	E
	Good organisational skills	E
	Ability to demonstrate creative abilities	D
<b>Additional</b>	Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary, showing a high level of dedication	E
	Awareness of Health & Safety and practical Hygiene issues	D

**Additional Requirements-The following criteria must be judged as satisfactory when pre-employment checks are completed:**

- Enhanced DBS Clearance
- Two references for current and / or previous employers

## Hours

This successful candidate will work 7.20am – 9.00am and 2.30pm – 6.00pm (term time). Currently holiday provision is 8.30-4.30pm but the successful candidate could request to opt out of working holidays if preferred. This would be subject to agreement by the charity.