Wrap Around Care Assistant

​

Job title: Wrap Around Care Assistant

Hours: Term time only: Monday to Friday 8am – 9am and 3pm – 5.30pm additional holiday club hours may be available if desired.

Salary: £9.50ph

Application Deadline: Applications will be reviewed as they are received as part of ongoing recruitment

​

Reporting to: Wrap around care leader

Purpose of the job: To contribute to and support the wrap around provision at Elsworth Pre-School, providing a safe, caring, nurturing environment for children to play, learn and relax.

​

Safeguarding requirement: Elsworth Pre-School is committed to safeguarding and promoting the welfare of children and young people. We require all staff to share this commitment and follow our policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

​

Main duties

1. To contribute to and support the wrap around care provision, ensuring a safe and stimulating environment is provided to all children.

2. To prepare breakfast/after school snack and support children with their meal.

3. To support fun, varied play opportunities in a child-led way during the sessions.

4. To ensure that children are kept safe at all times and understand when to follow child protection procedures.

6. To actively participate at team meetings, supervisor meetings and appraisal meetings as appropriate

8. To advise the Manager or Wrap-around care leader of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.

9. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.

10.To promote the setting to current parents and potential customers.

11. To comply with the requirements of the General Data Protection Regulation and Data Protection Act

12. To ensure that adequate records are kept and updated regularly as appropriate

13. To undertake any other reasonable duties as directed by the Pre-School Manager, in accordance with the setting’s business plan/objectives.

​

This is not an exhaustive list of duties and the successful employee will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

​

Person specification

Essential criteria

* An enthusiast and caring individual who share in our team approach.
* Level 2 early years education and childcare qualification or equivalent.
* An ability to use support and use initiative within wrap around sessions.
* Willingness to learn and undertake further training
* Basic knowledge of the Early Years Foundation Stage (EYFS).
* Good communication skills including clear and fluent spoken English.
* An understanding of the importance of play-based approaches to children’s learning and development.
* A commitment to continuously promote a culture of safeguarding.
* Commitment to working effectively with young children and families.

​

Desirable criteria

* Current Paediatric First Aid qualification.
* Current Basic Child Protection qualification.

What we can offer you

* A position in a supportive, good humoured and friendly team
* An Outstanding Pre-School with professional development available and additional qualifications and training are encouraged.
* Fantastic children and families who are seen as part of our Pre-School family
* Term-time only contract (unless holiday club is desirable to you)
* A free wrap-around care child place for your child (if required)
* Workplace pension and paid sick leave