

Wrap-around Care Leader

- Lakenheath CP School, Mill Road, Lakenheath, Suffolk
- 16.25 hours per week, 38 weeks per year (Mon-Fri 3pm-6:15pm)
- Rate: £11,98 / hour
- Contract: Permanent
- Required from October 2024

We are looking for an enthusiastic and committed After School Club Leader for our wraparound care service.

Duties would include:

- setting up and clearing away activities for the after school session
- caring for pupils including engaging in play, providing a snack and pupil welfare
- supervising staff
- liaising with parents
- planning and providing activities appropriate to different needs

Staff will need to complete the following training:

- 12-hour paediatric first aid certificate
- Safeguarding training
- Food hygiene training

For an informal conversation with the Headteacher, please call: Michael Tingey on 01842 860256 or email accounts@lakenheath.suffolk.sch.uk

How To Apply

Please complete the Application Form (docx)

Completed applications should be email to: Mrs Christine Nobbs at accounts@lakenheath.suffolk.sch.uk

Closing date: Midday, 6 September 2024.

Interview date: week commencing 9 September 2024.

Lakenheath CP School safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment. An enhanced DBS check is required for all successful applicants.

WRAP AROUND CARE MANAGER JOB DESCRIPTION

Lakenheath Community Primary School is a local authority school for children aged 4-11 years and is located on the Suffolk, Norfolk, Cambridgeshire border.

Job Purpose:

We are looking for a highly motivated colleague to manage a wonderful team of people providing Wraparound Care for children in a school setting. Under the direction of the Senior Leadership of the School, our wraparound service will offer a range of exciting activities to keep children aged 4 to 11 entertained between 3:15-6pm on week days during term time. We have both indoor and outdoor facilities for use. There will be close links with teaching and safeguarding staff to ensure that the school's ethos of being a place where children are happy to learn and play is maintained.

Role Responsibilities:

The successful candidate will overall responsibility and accountability for leadership of the Wraparound Care (After-School Club) provision, including:

- organising rotas of staff: managing levels of staffing to the number of children attending and ensuring the active engagement of the children through the time they use the provision.
- To plan for Wraparound care provision for pupils from Early Years to Year 6, including scheduling of activities and staff rota planning, ensuring the correct ratios of staff to pupils is maintained, in liaison with the School Leadership Team.
- To ensure the safety of both children and staff in a secure environment in line with school policies and procedures.
- To ensure the highest levels of pastoral care for pupils.
- To take responsibility for promoting a safe, orderly and tidy environment.
- To liaise with external providers where applicable.
- To provide outstanding communications and excellent parent communications.
- To develop, promote and execute an exciting and Club Programme.
- To continually develop and improve the wraparound care provision, and work with the business manager to maximise income.
- To develop an affinity with the culture of LCPS and how that can be translated into Wraparound Care Provision.
- To attend INSET days when necessary, completing safeguarding and relevant training.
- To liaise with the School Safeguarding Leads regarding safeguarding matters.
- To ensure the site is secure at the end of each session

The job description will be reviewed annually with the Headteacher and the successful candidate in light of experience and good practice.

Person Specification:

Essential

- Experience of working with children
- Excellent planning and organisation skills
- Resilient, calm and tenacious under pressure
- Highly self-motivated, able to energise and motivate self and others
- Able to work unsupervised
- Ability to work collaboratively in a team and delegate where appropriate
- Always promote positive behaviour with consistency and consideration for the aims and ethos of Lakenheath CP School
- Build excellent relationships with children, parents and colleagues
- Friendly and approachable with a can-do mind-set
- Punctual and flexible
- Commitment to promote and safeguard the welfare of children

Desirable (not essential)

- Paediatric first aid trained would be desirable, and willing to undertake further training as necessary
- Experience working in a School environment or experience of leading Wraparound Care Provisions Applications

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Lakenheath CP School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check. Lakenheath CP School is an equal opportunities employer, keen to promote diversity. We welcome applications from all sections of the community.