

Bishops Down Primary School
WRAP AROUND CARE MANAGER
JOB DESCRIPTION & PERSON SPECIFICATION



'All Stakeholders at Bishops Down Primary School make the education and care of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

All staff act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

Achievement in personal goals and academic attainment

Self-belief, to be confident in different situations

Perseverance, to be resilient in times of change

Independence, to be a life-long learner

Respect for each other and the world around them

Equality for all

These values are the foundation of every job description at Bishops Down Primary School, Nursery and Wrap Around Care facilities.

Post: Wrap Around Care Manager (Beehive Manager)

Name of Holder:

Responsible to: The Headteacher, the Governors of the school and the Local Authority

Purpose of Job: To co-ordinate a programme that provides safe, stimulating, comfortable and friendly before/after school care and Holiday Play Scheme, in line with legal and statutory requirements.

Salary: At a point on the KR 9 Scale as agreed by the Governing Body.

Job Description

Main purpose of the job:

- To contribute to and support the work and ethos of Bishops Down Primary School and Nursery by way of managing sessional childcare activities for children before/after school and in the Holiday Play Scheme.
- To ensure the delivery of high quality childcare and appropriate age related play opportunities for children that attend the sessions.
- To provide exemplary, efficient customer service.
- To ensure the facility is run in accordance with 'best value' principles.
- To support an environment which enables effective communications, record keeping and information flow between the staff, parents and school leadership.

Duties and Responsibilities:

- Manage a team of 15-20 staff
- Key holder for school, along with others, ensuring site is secure, alarm set and gates locked
- Fire Warden for Beehive
- Administrator dealing with emails, admin, promoting club internally and externally
- Appraiser to Beehive Staff and mentor for all staff
- DSL training

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- Ensure that all staff are deployed effectively and have a clear understanding of their role and responsibilities in all sessions.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club.
- Maintain the section of the asset register regarding Beehive equipment and resources with the assistance of the school finance officer
- In partnership with the school finance officer ensure that KCC's financial procedures are adhered to and expenditure and income are kept within budget.
- To provide leadership, support and guidance to the staff to ensure that the programme of purposeful and stimulating activities taking place are contributing to the social and personal development of children.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Beehive facility, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the Beehive Equal Opportunities Policy is adhered to.
- To be responsible for creating and maintaining a safe environment for young children, including undertaking regular reviews of all policies and procedures in partnership with the Headteacher.
- To work at all times within the guidance of The Children Act 1989 reporting and the school's safeguarding policy acting as Designated Safeguarding Lead. To consult with the school DSLs regarding safeguarding issues that arise.
- To communicate with parents and outside agencies concerned with the operational activities of the service as the work requires.
- To be responsible for the safety and security for the building and equipment during the Wrap Around Care sessions and Holiday Play Clubs, including ensuring that damage is prevented, maintenance matters are reported to the Office Manager.
- To exercise the duty of care by taking any action necessary to ensure the health and safety of children and staff involved in the session or other premises users, drawing matters to the attention of the senior management team and/or the Headteacher as appropriate.
- To undertake administrative work associated with the session including the staff register, pupil register and times of attendance at the club each day, collation of session's notes and reports, incident and hazard reports.
- To maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details.
- To undertake training as appropriate to satisfy the requirements of the post including for first aid, child protection and food hygiene.
- Ensure Beehive staff have relevant qualifications e.g. Food Hygiene, First Aid, Safeguarding
- To work in partnership with Level 3 staff to provide flexible cover in the event of sickness, absenteeism and holiday periods to ensure the smooth running and operation of the service.
- Undertake such duties as may reasonably be allocated by the Headteacher.

Job Activities:

- To remain aware of current guidelines relating to after school club practices ensuring compliance with legislation and current training opportunities and disseminate relevant information amongst all staff.
- Maintaining the Beehive file with assistance from the school's leadership team and ensure that it is up to date
- Ensuring equipment is well looked after and requests for replacement and/or additions are submitted to the Finance Officer in advance of being purchased and adhere to 'best value' principles.
- Ensuring standards of hygiene are high; safety procedures are implemented and fire evacuation policy and procedures are known and implemented

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- Completing the daily Risk Assessment for Club room, Kitchenette and any outdoor spaces to be used.
- Ensure high standards of care are delivered to meet the needs of the children attending Beehive facilities, including numbers attending and their dietary/medical requirements
- To be aware of current guidelines relating to Wrap Around Care practices and current training opportunities.
- To ensure, in liaison with the SLT, that all necessary Beehive policies exist, are up-to-date and are implemented on a daily basis, ensuring all legal and statutory requirements are implemented and relevant resources, e.g. accident book and first aid kit.
- To co-ordinate and promote the building of strong links between Beehive and parents/carers regarding the provision on offer e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
- Set a positive role model for children
- Participate in the recruitment and selection of Beehive staff in order that appropriate staff are appointed.
- To liaise with external agencies that can provide support for the club, e.g. Pre-School Learning Alliance, Social Services, other out of school clubs.
- To liaise with staff at Bishops Down Primary School as appropriate and attend information events for new parents to promote the provision.

Person Specification

It is expected that a Wrap Around Care Manager fulfils *Hay Group Leadership Characteristics and Competencies* Level 3.

	Definition	Level 3
Analytical Thinking	The ability to think logically, break things down and recognise cause and effect	Analyses variables
Challenge & Support	A commitment to do everything possible for each pupil and to enable all pupils to be successful	Strives for the best possible provision
Community Engagement	Engaging with the aspirations and needs of groups in varied circumstances, understanding their position while persuasively communicating their vision for the provision.	Communicates and connects own vision to that of others
Conceptual Thinking	The ability to see patterns and links, even where there is a lot of detail	Uses concepts
Confidence	The belief in one's ability to be effective and to take on challenges	Expresses a professional view
Creating trust	Being consistent and fair. Keeping one's word	Lives up to what he/she professes to believe
Developing Potential	Works to develop the long-term capabilities and potential of others	Gives feedback and encouragement
Drive for Improvement	Relentless energy for setting and meeting challenging targets, for the benefit of the children in their care	Creates improvements
Enduring Resilience	Able to sustain energy, optimism and motivation in the face of pressure and setbacks	Aware of own needs and triggers
Flexibility	The ability and willingness to adapt to the needs of a situation and change tactics	Changes tack
Holding People Accountable	The drive and ability to set clear expectations and parameters to hold others accountable for performance	Demands performance
Impact & Influence	The ability and the drive to produce positive outcomes by impressing and influencing others	Calculates an impact
Information Seeking	A drive to find out more and get to the heart of things; intellectual curiosity	Gathers information
Initiative	The drive to act now to anticipate and pre-empt events	Thinks and acts ahead

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Managing pupils	The drive and the ability to provide clear direction to children, and to enthuse and motivate them	Makes the sessions effective
Passion for learning	The drive and an ability to support pupils in their development, and to help them become confident and independent individuals	Supports practice
Team working	The ability to work with others to achieve shared goals	Gets inputs from others
Understanding Others	The drive and ability to understand others, and why they behave as they do	Understands ongoing behaviour
Respect for Others	An underlying belief that individuals matter, and deserve respect	Values others despite provocation

Commitment to the School

- The Wrap Around Care Manager understands that their behaviour in, and out of school can impact on the reputation of the school and the education/care profession as a whole.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed by Post Holder

Date
