

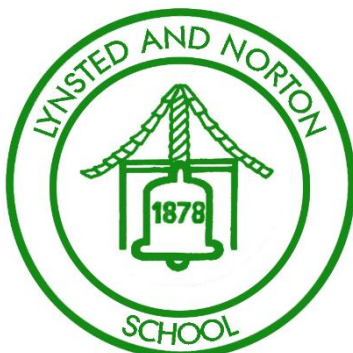
WRAP AROUND CARE SUPERVISOR

VACANCY

Lynsted & Norton Primary School
Lynsted Lane
Lynsted
Sittingbourne
Kent

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Dear Applicant

Thank you for expressing an interest in joining us at Lynsted & Norton Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Lynsted & Norton Primary School is centred around 2 main buildings. The main school building consists of a school hall, three classrooms, the library and a play therapy room. The School House holds the Reception classroom and beautiful outside area, the school offices and some central Trust offices. Our vision is to create a positive and nurturing learning community, allowing everyone to thrive and reach their potential. Pastoral support is provided by all staff and we maintain high ratios of adults to children on the playground. We also fund additional play therapy sessions and 1-1 sports coaching for those children who we feel need additional support. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Lynsted & Norton Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.Lynsted-Norton.kent.sch.uk or contact the office: office@lynsted-norton.kent.sch.uk (t: 01795 521362).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Miss Georgie Ingram
Executive Headteacher



Advert

Job Title: Wrap Around Care Supervisor

Grade: KSA

Salary: £7,033.37 pro rata (£24,513 FTE)

Hours: Monday to Friday, 3.00pm to 5.30pm (2.5 hours per day, 12.5 hours per week, 38 weeks per year)

This is a fixed term contract ending 31/08/2026

This is a fabulous opportunity for a dedicated and organised person to join the school team at Lynsted and Norton Primary School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic individual to join the school's successful and supportive team.

Lynsted and Norton is one of ten schools within Our Community Multi Academy Trust.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

Essential Requirements:

- Fun, passionate and enthusiastic for working with children
- Knows how to create a fun and creative working environment for children
- Able to interact well with both children and parents.
- Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children
- Ability to work on own initiative

Applications to be made via Kent Teach.

For further information about the role, please contact Georgina Ingram via telephone on 01795 521362 or office@lynsted-norton.kent.sch.uk.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidates suitability to work with children will be discussed at interview.

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Job Description

Grade: KSA

Hours: 12.5 hours per week

Weeks: Term Time Only

Salary: £24, 513 FTE

Working hours: 15:00pm – 17:30pm

This is a fixed term position (ending 31/08/2026)

Purpose of the job

To provide a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

Key duties and responsibilities

- Undertake the daily supervision of the wrap around clubs, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the wrap around clubs to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff.
- Be aware of all Health and Safety matters in the wrap around clubs to ensure the well-being of all those who use and work in the club.
- Support the wrap around clubs to ensure that the children, whilst in the wrap around clubs, have access to appropriate and stimulating play activities, in order to provide a motivating environment for the children, and always maintain high standards.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the wrap around clubs, 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 school's Equal Opportunities Policy is adhered to.
 - Support in maintaining all children's records in accordance with the General Data Protection Regulation to ensure personal information is secure at all times
- Follow school's policies, including for Safeguarding.
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
- Adhere to all health and safety regulations and be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school.
- Maintain confidentiality and discretion in all aspects of work.
- Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.
- Any other work requested by, and deemed appropriate by, strategic leaders

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

Wrap Around Care Supervisor – Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education		- GCSE grade A*-C in English and mathematics - Paediatric First Aid Qualification or willingness to obtain. - Approved DfE Early Years Qualification
Experience	- Experience of supervising children - Experience of planning ahead, able to anticipate potential difficulties and establish a course of action - Experience of communicating effectively with others and providing appropriate feedback	- Knowledge and experience of the School Food Standards - Experience of working within a childcare setting. - Knowledge and experience of policies and procedures relating to Child Protection, health and safety, equal opportunities and confidentiality.
Skills	- Demonstrably responsible, honest and reliable - Able to work flexibly - Good communication and organisational skills (written and oral) - Customer friendly nature with a tactful, professional and flexible approach - Able to build positive relationships with children and their families - Able to instil good manners and an enjoyable mealtime experience with children	- Methodical and organised approach to work - Able to work across Trust schools in the interest of the welfare of children
Personal attributes	- Able to maintain confidentiality - Flexible and responsive to change - Self-motivated and pro-active - Appropriate levels of personal presentation - Good sense of humour - Diplomatic and resourceful - Positive/can do approach - Good time keeping and attendance - Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community	
Values	- Commitment to school's aims and values - Commitment to continuous personal development - Honest and reliable, displays integrity and commitment to the Trust - Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities - working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
c/o Lynsted & Norton Primary School
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Sittingbourne
Kent
ME9 0RL

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