



# Wentworth

## Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH  
Deputy Headteacher: Miss E Cooper Bsc, PGCE

### Job Description: Wraparound Club Leader

**Job Title:** Wraparound Club Leader

**Reports to:** Headteacher

**Hours:** 26 hours per week, 38 + 6 weeks per year

**Location:** Wentworth Primary School

Grade: KSE

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#### Role Purpose

The Wraparound Club Leader is responsible for the effective day-to-day management of the school's before and/or after-school wraparound provision. The post holder will ensure the club runs smoothly, is fully staffed, safe, welcoming, and fully compliant with all relevant policies and statutory requirements. They will create a positive, engaging environment in which children can learn, play, and develop, while maintaining high standards of safeguarding and care.

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#### Key Responsibilities

##### Club Management & Operation

- Lead the daily running of the wraparound club, ensuring a high-quality, child-centred service.
- Plan and oversee engaging activities that promote children's social, emotional, and physical development.
- Ensure the club is set up and packed away efficiently, with resources well-organised and maintained.
- Monitor attendance, bookings, and payments as required.

##### Staff Leadership & Coordination

- Lead, support, and supervise wraparound staff, ensuring appropriate staffing ratios at all times.
- Organise rotas, cover arrangements, and staff deployment.

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- Provide induction, guidance, and ongoing support to new or existing staff.
- Support staff performance and contribute to appraisal processes where required.

## Safeguarding, Compliance & Health and Safety

- Ensure full compliance with school policies, Ofsted requirements, and relevant legislation (e.g., EYFS, health & safety, food hygiene).
- Maintain robust safeguarding procedures and ensure all concerns are reported promptly according to school policy.
- Carry out and record regular risk assessments for activities, equipment, and the environment.
- Ensure correct procedures for first aid, medication, and incident reporting are followed.
- Keep accurate records, including registers, accident forms, and safeguarding documentation.

## Communication & Relationships

- Build positive relationships with children, parents/carers, staff, and external providers.
- Communicate effectively with parents regarding their child's wellbeing, behaviour, or incidents.
- Liaise with school staff to ensure a cohesive approach to pupil care and behaviour.

## Administration & Organisation

- Manage resources and equipment, including ordering supplies as needed.
- Keep up-to-date records for Ofsted and school audits.
- Support the monitoring and evaluation of the club's performance and help implement improvements.

## Professional Conduct

- Act as a role model for high standards of behaviour, professionalism, and safeguarding.
- Commit to continued professional development relevant to the role.

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## Person Specification

### Essential

- Experience working with children in a school or childcare setting.
- Strong leadership and organisational skills.
- Knowledge of safeguarding, health and safety, and regulatory requirements.
- Ability to lead a team and communicate effectively with staff and parents.
- A warm, positive, and proactive approach to working with children.

### Desirable

- Relevant childcare qualification (e.g., Level 3).

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- Paediatric First Aid qualification.
- Experience managing wraparound or childcare provision.



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