

JOB DESCRIPTION	
JOB TITLE	Wrap Around Care Supervisor
GRADE	APLc
REPORTS TO	SLT
DATE	March 2026

Main purpose

To lead and supervise the daily running of the Wrap Around Care Provision, ensuring a safe, positive, and engaging environment for all children attending. The post holder will oversee staff, plan activities, prepare and order food, and maintain high standards of care and wellbeing.

Key Responsibilities

Leadership & Supervision

- Oversee the day-to-day operation of the wrap around care provision.
- Supervise and support club staff, ensuring tasks are completed effectively.
- Provide leadership to maintain a calm, inclusive, and well-managed environment.

Childcare & Activities

- Supervise and care for children attending the wrap around care provision.
- Plan, organise, and deliver a range of stimulating and age-appropriate activities.
- Promote positive behaviour, social development, and engagement through play.

Food Preparation & Ordering

- Plan and prepare healthy snacks for children each day.
- Order food and supplies in line with dietary needs, budgets, and school procedures.
- Ensure food safety, hygiene, and allergen guidelines are followed.

Safety & Welfare

- Ensure the safety and wellbeing of all children at all times.
- Follow safeguarding policies and report concerns promptly.
- Maintain accurate attendance, food records, and incident logs as required.
- Administer basic first aid in line with training and school procedures.
- Ensure first aid incidents are recorded accurately and reported to the supervisor.

'They will soar on wings like eagles.' Isaiah 40:31



collaborate | enrich | trust | innovate | aspire | nurture

- Maintain awareness of children's medical needs, allergies, and care plans.

Communication

- Build positive relationships with children, parents, carers, and school staff.
- Provide clear and professional daily handovers to families.

Administration & Organisation

- Manage club resources, equipment, and the environment to ensure it is well-maintained.
- Ensure compliance with school policies, safeguarding requirements, and health & safety expectations.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust, ensuring an environment that empowers pupils to achieve their highest potential.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Wrap Around Care Supervisor

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- A caring, patient, and enthusiastic approach to working with children.
- Strong leadership, communication, and organisational skills.
- Ability to work independently and as part of a team.
- Commitment to safeguarding and child welfare.
- Ability to plan, prepare, and organise food safely.

Desirable

- Experience working with children in a school or childcare setting.
- Previous supervisory experience.
- Relevant qualifications (e.g., Level 2/3 in Childcare or Food Hygiene, First Aid) or willingness to train.

Print name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: