

Job Description

Wrap Around Care Assistant/Play Worker

Reports to: Wrap Around Care Manager

Kent Range Salary: KR3

Purpose of the job

To work under the direction of the Wrap Around Care Manager to provide safe, high quality play for children.

To assist the Manager in organising a daily routine that meets the emotional, social, physical and intellectual needs of the children

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

Necessary skills and experience

- Knowledge of Health and Safety procedures.
- Knowledge of Child Protection procedures
- Paediatric First Aid Certificate or willingness to obtain
- Must have a basic understanding of Food Hygiene
- Basic experience and understanding of multi-agency and partnership working
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

Main responsibilities

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Manager, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain the Wrap Around Care 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 and advise the Wrap Around Care Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Ensure that children, whilst in the Wrap Around Care, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the Equal Opportunities policy.
- Support the Wrap Around Care Manager in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc. are confidentially maintained in order to ensure effective storage and retrieval of information.

General requirements of the job

- This post has a direct impact on the wellbeing and development of children attending the club. The post holder is required to be aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures.

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- The post holder will need to work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.
- The postholder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.

Signed by Post Holder:

Print Name:

Date:

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This school and all its personnel are committed to the safeguarding and promoting of the welfare of children and young persons. All posts are subject to an Enhanced DBS check and the Immigration, Asylum and Nationality Act 2006.