



Wrap Around Care Manager Job Description

Post : TA3 SCP 7-17
Hours: 7.30am to 9.00am and 3pm to 5.45pm five days per week term time only plus inset days
Reporting to: Headteacher
Main duties and responsibilities include:
<ul style="list-style-type: none">• Leading the day-to-day management of the Wrap Around Care Service of the school.• Providing line management to a team of play workers, directing the work of staff based at the service, supervising their activities and inducting new staff members.• Working with all staff to provide care, as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children.• Liaising with parents to encourage parental involvement and support for the service.
Management and administrative duties and responsibilities include:
<ul style="list-style-type: none">• Implementing and regularly reviewing all policies and procedures of the service.• Maintaining all records relating to the service in accordance with data protection and freedom of information legislation/regulations.• Liaising with the school's finance department to set the service's budget, and ensuring sound financial control with regards to expenditure.• Liaising with the school's finance team to administer bookings and organise the collection of fees, ensuring that any monetary transactions are handled and documented as directed by the School Business Manager.• Effectively managing the occupancy levels of the service and offering childcare places.• Promoting and marketing the school's service to maintain occupancy and revenue streams.• Developing professional working relationships with the school staff and all relevant professionals and authorities.• Monitoring and evaluating the quality of the service.• Attending termly meetings and preparing reports for the Headteacher / Governing Body Committee.• Working in partnership with the senior leadership team (SLT).• Maintaining working relationships with other site users.• Ensuring that all staff work within the policies, guidance and procedures of the school.• Working in partnership with the school's SLT to provide an appraisal system for staff, and to organise staff training to meet any identified training needs.• Taking responsibility for personal professional development, including participation in annual appraisals, any necessary training.• Attending meetings to keep abreast of all current issues relating to the provision of service.• Carrying out any other duties that would enhance the work of the school's wrap around care service.
Health and safety duties and responsibilities include:
<ul style="list-style-type: none">• Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.• Undertaking the appropriate risk assessments for the service, where necessary.• Ensuring that adequate standards of safety and hygiene are maintained throughout the after-school club, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.
Safeguarding duties and responsibilities include:
<ul style="list-style-type: none">• Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.• Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the school.• Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members/parents/volunteers working at the service, and reporting the outcomes to the designated safeguarding lead.
General duties and responsibilities include:
<ul style="list-style-type: none">• Contributing to the quality assurance process of the school and the wrap around care service.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.