



## Leigh North Street Primary School

### Job Description

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**NAME:****JOB TITLE:** Wrap Around Care Supervisor**RESPONSIBLE TO:** Business Manager / Headteacher**SUPERVISORY RESPONSIBILITY:** The post holder is responsible for the supervision of the work of Wrap Around Care Assistants relevant to their responsibilities.

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**Main purpose of the job**

To carry out the professional duties as a Wrap Around Care Supervisor (EMC/ASC)

**Administration**

To complete club administration daily ensuring:

- Monitor, track and challenge unauthorised absence and/or attendance
- Registering and recording pupil attendance daily, sharing this information with the office weekly.
- Point of contact for parents/staff relating to school's Wrap Around Care service. Parental queries relating to finances/payments should be referred to the office immediately.
- Make every effort to maintain full capacity in EMC/ASC
- Send out application forms annually to update pupils' information and add new starters
- Hold an up to date waiting list on the K Drive shared with the line manager every Monday
- Responsible for ordering supplies through the Business Manager/Finance Officer

**Supervisory**

- To have supervisory responsibility for the wrap around care team
- Ensure a carousel of engaging daily activities are planned, delivered and reviewed
- To plan and monitor the work of the EMC/ASC team members
- To ensure adequate cover during staff sickness
- Deal with complex queries including managing & solving problems
- Responsible for the continuing training and development of staff.
- Deploy club staff accordingly

- Provide support and supervision to club assistants.
- Work within the framework of the school's policies and procedures.
- Point of contact for parents/staff relating to schools wrap around care service

### **Communication**

- Maintain and review waiting list advising families if a position in Club becomes available - weekly
- Respond to emails, phone calls and messages within 24 hours (any communications received on a Friday or over the weekend will be responded to the following Monday)
- Parental queries relating to finances /payments should be referred to the office immediately.
- Ensure all lines of communication remain open including emails, phones and walkie talkies

### **Other**

- To be responsible for ensuring the welfare and safeguarding of children and staff in school.
- Provide comprehensive care for children including registering children on arrival and delivering them safely to parents/carers/classrooms.
- Promote the inclusion and acceptance of all groups of children.
- Administer first aid when necessary.
- Keeping the work environment healthy, safe, and secure.
- Providing refreshments and ensuring that hygiene/allergen health and safety standards are met.
- Contribute to annual risk assessments carried out by Health and Safety Leads

### **Provide and facilitate safe and creative play**

- Respect confidentiality.
- To engage with Pier to Peer schools attending meetings and sharing good practice
- To undertake training commensurate with the post.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties set out above.

This job description will be reviewed at annual appraisal.

**Signed**

**Headteacher** ..... **Date** .....

**Signed**

**Employee** ..... **Date** .....