

## Leader of Wrap Around Care at Gamlingay Village Primary

### **Job Description:**

To ensure the smooth running of the provision of Wrap Around Care (WAC) at Gamlingay Village Primary, line managing other WAC staff to ensure a high quality provision of a healthy menu and varied activities for pupils to enjoy in a relaxed and calm environment at the start and end of the school day.

**Responsible to:** Headteacher

### **Responsibilities:**

- Line manage the team to ensure that the provision is consistent, effective and of a high standard.
- To maintain the healthy eating policy and keep updated with any new information
- To safeguard children and ensure and promote their health & safety. To be a designated person for child protection.
- Purchasing of food etc & stock control, ensuring cupboard, fridges etc are also cleaned
- Set up area before children arrive & with other WAC staff pack away at end of session (ensuring kitchen area is cleaned after each session)
- Plan and coordinate activities and games to interest and stimulate the children.
- Organise the space and resources to create a welcoming, relaxed and informal environment
- Meet and greet parents & children as they arrive (ensure a positive relationship with both)
- Note any information passed on from parents and pass onto relevant professionals
- Settle children and serve food encouraging the children to be independent or help others
- Interact with children through discussions, playing a game or simply having a conversation on a one to one basis.
- Ensure a good balance between free choice of play and directed play when necessary
- Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant professionals)
- Ensure there is a good standard of behaviour in line with the school's behaviour policy.
- Bring any concerns to the attention of parents.
- Communicate any relevant news or issues to others in breakfast club team

### **Administrative Duties:**

- Liaise with prospective parents (by telephone or in person) providing information and ensuring necessary documentation is accurate and complete e.g. contact information, medical needs etc
- Record attendance on daily register (including time of arrival)
- Maintain weekly attendance register and half-term booking forms
- Processing half-term booking forms
- Keep records re: payments as per amounts due and completing amounts due slips and distribute to parents
- Ensure outstanding monies are paid and liaising with parents in this regard
- Ensure all records are kept updated and correct procedures re: medicines etc are followed
- Keep other staff aware of relevant Wrap Around Care news and update the school newsletter when necessary
- Ensure planning and assessment is consistent with EYFS requirements
- Processing of any other displays, letters, emails as and when needed
- Liaise with school office staff and head teacher on all relevant matters and issues.



Headteacher:  
Mrs Shelley Desborough

Chair of Governors:  
Mr Russell Gray

An Academy of the



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**Skills & personal qualities required:**

- Child centred
- Good organizational & communication skills
- Able to lead and motivate a team
- Reliable
- Professional & positive approach
- Patience & flexibility
- Resourceful, practical, good at problem solving
- First- aid certificate