

Wraparound Play Assistant

Job Description

Post Title	Wraparound Play Leader
School	St Mary's Catholic Primary School, Falmouth
Salary and Grade	Grade B £18,333 pro rata
Line Manager(s)	Deputy Head & Executive Head
Supervisory responsibility	Deputy Head & Executive Head
Contract Type	Fixed Term 12.5 hours per week

Job Purpose

To take responsibility for after school care provision for children between the ages of 4 and 11. To assist co-ordination of all activities within a safe and stimulating environment, out of school hours, in accordance with the Clubs policies and procedures.

Main Responsibilities:

- Provide safe creative play opportunities for children
- Provide care for the children, including collecting from school, assisting with tea etc
- Adhere to the activities and responsibilities which are set out in the daily rota/ programme of activities
- Administration of first aid as appropriate
- Set out and pack away the equipment, furniture and toys required for the club
- Assist in cleaning on a rota basis.
- Keep the storage areas tidy and ensuring toys and equipment are not damaged adhering to the centre's Health and Safety Policy
- Liaising with parents, carers and staff from St Mary's School and any other relevant parties as required
- Development of policies, procedures and assisting in the planning and preparation of a programme of activities
- To work as a member of the staff team
- Attending meetings as required