

# Wraparound Play Leader Assistant

<b>Post Title</b>	<b>Wraparound Play Leader Assistant</b>
<b>School</b>	<b>St Mary's Catholic Primary School, Falmouth</b>
<b>Salary and Grade</b>	<b>D1 pro rata</b>
<b>Line Manager(s)</b>	<b>After School Club Leader &amp; Deputy Head</b>
<b>Supervisory responsibility</b>	<b>None</b>
<b>Contract Type</b>	<b>Fixed Term 12.5 hours per week 25th April-Aug 31st</b>

## Job Purpose

To assist with an 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
- Assisting and providing 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
- Assisting in the 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