



## **Cheetham CE Community Academy**

### **Post Title**

Wrap Around Care Manager  
Initially Fixed term with a view to permanent provision and post

### **GRADE**

5 FTE £28,163

### **Post(s) to which directly responsible**

SLT

### **Post(s) for which directly responsible**

Before and After School Club Staffing

### **Purpose of job**

The post holder will be responsible for planning and preparing a programme of activities, managing and leading a team of staff and taking responsibility for all relevant paperwork and administration. Develop, implement and review the policies procedures and practices within the provision and undertake an annual customer service review. The post holder will also take a lead role in the promotion of the club in the local area.

### **Responsibilities**

- Planning a wide variety of activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development.
- Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget. This includes ensuring the premises are ready for daytime school activities.
- Deploying the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play
- Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the community.
- Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.
- Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping
- Ensuring the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club.

- Act as the Child Protection Designate working with other professionals including being accountable and reporting to the Designated School Leader, Manchester City Council and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the school's Child Protection Policy and Procedures are adhered to.
- Ensure Health and Safety Policy and Procedures and other policies of the school are implemented and adhered to, to ensure a safe environment for children and adults using the service, including first aid, food hygiene, general maintenance of the premises, fire regulations and risk assessments. Accountable to the Director of Business and Finance
- Provide induction for new staff members, and the supervision and performance management of staff members in accordance with the school Performance Management policy.
- Be responsible for the financial management of the service, e.g. budget setting, the collection of fees, and maintaining records. Ensuring that the financial regulations are adhered to. Accountable to the School Business Manager
- Where appropriate, liaise with local schools and colleges regarding student placements
- Be responsible for own professional development, attending relevant school training
- Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential, in line with the General Data Protection regulations.
- Work closely with the school to assist in the children's smooth transition into the school
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school and take opportunities to present prospective parents during school events.
- To actively promote and comply with the school's Policy for Equality and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.
- To take responsibility for the securing of the building and resources
- To take responsibility for a group of children during any building evacuation, evacuation in line with the school's Crisis Plan.
- To undertake any other duties that are commensurate with the post

### **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, the school's Senior Leadership and Management Team and internal and external customers

**Physical Conditions**

The post is based at Cheetham CE Community Academy

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Planning and implementation of creative activities for children	*		
Good communication skills	*		
Ability to relate well to children and adults	*		
Ability to work constructively as part of a team, understanding service roles and responsibilities and your own position within these	*		
Good standard of literacy and numeracy skills	*		
Ability to identify your own training needs and those of a small team		*	

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Understanding of Health and Safety issues	*		
Awareness of Child Protection issues	*		
Understanding of the Behaviour Management issues and strategies		*	
Understanding of and commitment to the provision of high quality childcare	*		
Hold NVQ Level 3 or equivalent in Child Care or appropriate subject	*		
Appropriate first aid training		*	
Computer literate	*		
Hold a food hygiene certificate		*	

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		
Experience of working with pupils with additional needs		*	
Experience of staff supervision, leadership and management	*		
Experience of working in a child care or play work setting	*		
Experience of working across a variety of childcare settings		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the School Policy for Equality.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the School's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the School's aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate