

HPS Care Ltd Wrap Around Care Club

Job Description

Hagley Primary School Wrap Around Care Club is committed to providing a safe, secure and enabling environment based on equality of opportunity for all children. All necessary steps will be taken to protect children from harm or potential harm. Safeguarding our children is the responsibility of ALL staff – our children's needs always come first.

Job Title:	Childcare Practitioner
Location:	Wrap around Care Club (WACC), Hagley Primary School
Job summary:	Provide quality playcare within the framework of the club's policies and procedures Assist with day to day activities of the club
Line manager:	Club Deputy Manager
Working relationships:	Children attending the club and their parents/carers Management and staff, including students and volunteers Schools and registering authorities
Safeguarding:	All staff must have a clear understanding of their roles and responsibilities.

Main duties include:

- Assist with planning, preparing and delivering a wide range of age appropriate play activities within a safe and caring environment.
- Consulting with children and involving them in planning activities and motivating and encouraging the children to participate in activities.
- Helping to promote the children's self-esteem.
- Promoting good behaviour within the group.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Helping with club administration, where necessary.
- Facilitating good communication with all members of the organisation, parents/carers and school staff
- Encouraging parental involvement in the club.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.
- Attending all staff meetings.
- Ensuring that at the end of each session all Club equipment is cleared away leaving the area clean and tidy.

- Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Additional Information

- This post is exempt from The Rehabilitation of Offenders Act 1974 as the position involves working within the close proximity of children. The post holder will be required to undertake an enhanced DBS disclosure.
- All employees are made aware of their responsibility to notify their Manager immediately of any changes to their circumstances that may affect their suitability to work with children.
- The post holder must consent to HPS Care Limited undertaking an annual DBS check as part of the DBS update service.

Arrangements for review:

These responsibilities may be revisited at any time with due consultation.

Updated: July 2021

To be reviewed: July 2022