

CORNWALL COUNCIL

JOB DESCRIPTION

Job Title: Wraparound Care Assistant

Grade: Scale 1

Responsible to: Headteacher and Wraparound Care Leader

Directly responsible for: None

Indirectly Responsible for: None

Main Purpose of Job:

Supervise children during breakfast and play. Prepare and serve non-cooked breakfast.

Main Duties and Responsibilities:

1. To prepare the dining area to include moving and setting up tables and chairs and to wash up dishes
2. Prepare and serve a simple uncooked breakfast (cereal, fruit, toast).
3. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
4. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
5. Be responsible for children during outdoor activities and ensure a first aid box is taken outside during outdoor activities.
6. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the school's first aid policies and procedures, ensuring all accidents are recorded appropriately.
7. Deal with any behavioural concerns promptly and ensure that, where necessary these are recorded, the headteacher and/or Wraparound Care Leader is informed.
8. Be aware of all policies and procedures.
9. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

Date Prepared: April 2007

Date Reviewed: August 2020

Job Description Reviewed by: Headteacher

CORNWALL COUNCIL
PERSON SPECIFICATION

Job Title: **Wraparound Care Assistant**

Person Specification prepared by: **Headteacher**

Date prepared: **March 2007**

Date Reviewed: **August 2020**

Attributes	Essential	Desirable	How Identified
Relevant Experience	Previous experience of working with children in a supervisory capacity	Previous experience of working with children within a school or similar environment	Application form/interview
Education and Training	Attainment of Level 1 Standard of education or be able to demonstrate an equivalent level or knowledge. Food Hygiene Certificate.	First Aid qualification	Application form
Special Knowledge and Skills	Good communication skills. Ability to prioritise between different demands.		Interview
Any additional factors	Self-motivated and enthusiastic. Patient, tolerant and friendly approach. A willingness to work with children,	Experience in preparing and serving simple meals.	Interview