

APPLICANT

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TOTLEY PRIMARY

Realising Potential. Transforming Lives.



Advert

Post: Wrap Around Care Manager

Contract Term: Permanent

Contract Type: 25 hrs, 39 weeks

Salary: Grade 5 (currently £25,878 to £28,371 FTE)

Actual Salary: £15,039 – £16,488 (with under 5 years service)

Start Date: September 2023

We are seeking to appoint a dedicated and enthusiastic Wrap Around Care Manager to lead and manage our before and after school provision. This is an exciting opportunity to contribute to the well-being and growth of our students by providing high-quality play support before and after school hours. We are dedicated to providing a nurturing and stimulating environment for our students, fostering their personal growth and development.

Responsibilities:

- Develop and implement a well-structured and stimulating program of activities for children attending the before and after school club.
- Ensure the safety and well-being of all children in the club, adhering to safeguarding and health and safety policies.
- Lead a team of dedicated staff members, providing guidance, training, and support to ensure the highest standard of care.
- Build positive relationships with parents/guardians, maintaining open communication and addressing any concerns or queries.
- Manage club administration, including registrations, attendance records, and required documentation.
- Collaborate with school staff to align club activities with the school's values and educational objectives.
- Maintain a welcoming and inclusive atmosphere that reflects the diversity of our school community.

The successful candidate will:

- Relevant experience in a similar role, ideally within a school or childcare setting.
- A passion for working with children and the ability to provide high-quality play support.
- Excellent interpersonal and communication skills, with the ability to engage and build positive relationships with children, parents, and colleagues.
- Understanding of child development principles and the ability to adapt activities to suit different age groups.
- Strong organisational skills and the ability to work effectively within a team.
- Flexibility to work before or after school hours

- First Aid certification is desirable but not essential (training can be provided).

In return, we can offer a welcoming, friendly and supportive team, whose wellbeing is prioritised and who work together to ensure the best outcomes for all our children, not only in school but across the Mercia Learning Trust. Because of this, our children make very good progress and we have strong relationships with parents and members of the community. We actively encourage high quality CPD and there are opportunities to work with a range of outstanding staff and outside consultants.

To arrange a visit to the provision or for an information discussion please contact us at recruitment@merciatrust.co.uk

If you are interested in applying for the role, please submit a Mercia Learning Trust Application form to recruitment@merciatrust.co.uk. Please note, we do not accept CV's or Council Application forms.

Closing Date: Wednesday 23 August 2023

Interview date: 29 August 2023

Headteacher's Message

Thank you for your interest in joining Totley Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

Totley Primary is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and also develop as people.



Totley Primary is part of the Mercia Learning Trust along with King Egbert School, Mercia School, Newfield School, Nether Edge Primary and Woodlands Primary.

Our expectations for every Totley child are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every child, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the outstanding provision we offer to our community and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Ben Paxman
Headteacher

JOB DESCRIPTION

Post Title:	Wrap Around Care Manager *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	Grade 5
Hours/Weeks:	25 hours / 39 weeks per year
Responsible to:	Trust Business Manager/Headteachers
Responsible for:	Playworkers

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- To lead the day-to-day management and organisation of Wrap Around Care and ensure successful delivery of its core offer.

KEY RESPONSIBILITIES

- To plan and develop quality integrated childcare play and learning experiences in line with the statutory frameworks, which respond to the needs of children and families and promote inclusive practices. This should align with the vision of the school.
- Lead and line manage staff, including absence and arranging staff cover, appraisals and recruitment.
- To operate computer based and manual clerical systems within the Mercia Learning Trust's Policies in a secure manner.
- Perform termly audits of the provision such as Safeguarding/Health and Safety to ensure practices and Safeguarding are to the highest standard

Delivery of Service

- Create a welcoming, stimulating, clean and safe environment for all pupils.
- Lead the design and delivery of an inspiring and inclusive curriculum for delivery through the play worker team, ensuring, through leading CPD and monitoring, that this is delivered to a high standard.
- Be responsible for safeguarding policies and procedures, ensuring that all staff, pupils and visitors adhere to these guidelines.
- Ensure all activities are compliant with the relevant Health & Safety legislation and that appropriate risk assessments are undertaken when necessary.

- Be accountable for and monitor the well-being of children in the provision and respond appropriately to the needs of the child and their family, working in conjunction with school leaders.
- Ensure appropriate equipment and resources are available, in good condition and safe for all pupils.
- Liaising with parents regarding pupil wellbeing and achievements and ensure any problems are communicated

Administration Duties

- Prepare purchase orders including weekly food supplies, first aid equipment and educational supplies.
- Creating daily registers of all wrap around care provision in line with safeguarding requirements
- To use and have an understanding of CPOMs and the importance of working closely with the school inclusion manager to support vulnerable pupils
- Liaising with parents regarding pupil wellbeing and achievements and ensure any problems are communicated
- Manage The Nook website including the updating of forms, policies and parent blogs.
- Stay informed about any allergies or dietary restrictions that children in the provision may have. Maintain an up-to-date record of each child's allergies and sensitivities.
- Design menus that accommodate various allergies and dietary needs. Ensure that alternative meal options are available for children with specific requirements.

Management of Staff

- Lead and line manage staff, including carrying out appraisals and monitoring provision to ensure high standards.
- Leading and co-ordinating appropriate and high quality CPD for staff.
- Monitor absences of staff including overseeing absence cover and staff reviews.
- Ensure the pastoral well-being of staff.
- Work with the Trust's Business Manager and Headteacher to recruit staff when required.

General Responsibilities

- To attend training and administer basic first aid as and when required.
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.
- To undertake all duties with full regard to the Health and Safety at Work Act.
- To contribute to the overall ethos, work and aims of the School and Trust.
- To participate in training and other learning activities and performance development as required.

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.

- To be aware of and comply with the codes of conduct, regulations and policies of the school, and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: September 2023

PERSON SPECIFICATION

Post Title:	Wrap Around Care Manager
Grade:	Grade 5
Hours/Weeks:	25 hours / 39 weeks per year
Responsible to:	Trust Business Manager/Headteachers
Responsible for:	Playworkers

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	GCSEs in English & Maths	NVQ Level 3 qualification (or equivalent) Appropriate child protection training
Experience	Experience of working in organisations delivering services to children, young people and their families. Experience of working within a multi-cultural environment Evidence of building and leading teams, holding others to account Evidence of initiating new ideas and activities	Evidence of effective negotiation skills

	<p>Evidence of use of innovative approaches to working with childcare</p> <p>Experience of working with financial and administrative systems</p>	
<p>Knowledge/Skills (Ability to)</p>	<p>The ability to communicate clearly and take into account, where appropriate, the views of others</p> <p>Excellent personal organisational skills</p> <p>An understanding of children's learning through play and the ability to contribute and work as a member of a strong team</p> <p>An inspirational, committed and highly effective practitioner who is dedicated to achieving the best outcomes for each individual child</p> <p>Effectively communicate orally and in writing to a range of audiences</p> <p>Maintain a calm level of professionalism at all times</p> <p>An ability to create a warm, positive and motivating environment for children</p> <p>Good time management skills</p> <p>A thorough knowledge and understanding of the concept of Wrap Around Care Services</p> <p>An ability to keep accurate day to day financial accounts and audit trails.</p>	<p>Enthusiasm and willingness to contribute to and participate in the wider context of school life.</p> <p>Understanding of the challenges involved in establishing successful extended services provision.</p>

	*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role	
Personal Qualities	Energy and enthusiasm Reliability and integrity Sense of Humour A commitment to the ethos of the school Commitment to your continuing professional development Vision and creativity Reliable Adaptability to changing circumstances & ideas Ability to work on own initiative Willingness for own personal development	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merctrust.co.uk
- Email your completed application to recruitment@merctrust.co.uk or post it to:
 MLT Recruitment Team
 Mercia Learning Trust
 79 Glen Road
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or enquiries@totley.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- Wednesday 23 August 2023
- 29 August 2023

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.