

# Brereton CE Primary School

School Lane, Brereton, Sandbach, Cheshire, CW11 1RN  
Tel. 01270 918931 Email: admin@breretonprimary.org.uk  
Web: [www.breretonprimaryschool.co.uk](http://www.breretonprimaryschool.co.uk) Headteacher Mrs K McLean



## Wrap Around Club Manager (Temporary initially with the view of making permanent)

Start date: As soon as possible

Pay: NJC Grade 6-8

We are seeking to appoint a friendly and caring individual to join our school family. The role will be to lead and be responsible for the day to day organisation of the wrap around care provision at Brereton CE Primary School, providing high quality, inclusive play and care-centred opportunities for children between the ages of 4-11 years in a safe and secure environment.

In return, we can offer a friendly and supportive staff, engaging children, supportive parents and tailored programme of CPD. We can also offer free childcare at the setting for your own primary aged children

The post consists of two roles:

Breakfast Club - 7:30-8:45am, Monday-Friday.

After-School Club – 3-6pm, Monday-Friday

We can also offer additional hours within our holiday club.

### Areas of Responsibility

Delivering After School Provision

- To lead the day to day management and organisation of the wrap around care
- To provide line management to a team of playworkers, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members
- Work with all staff to ensure and provide care, play opportunities and activities in a nurturing, and safe environment, with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- Liaise with the school staff with regard to the needs of the children who attend the club.
- To plan and organise the production of a snack and simple evening meal for those children staying for the later session.

### Management and Administration

- Uphold, implement and regularly review all policies and procedures relating to the wrap around care provision, in partnership with the school's senior leadership team.
- Maintain all records relating to the management of the group, ensuring confidentiality and data protection of the children, their families and members of staff.



Love God, love learning, love one another.  
(Matthew 22:36-40)



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- Liaise with the school's finance/office team to administer bookings and collection of fees, ensuring that any money transactions are handled and documented, as directed by them.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records.
- Promoting and marketing the wrap around care provision effectively to maintain occupancy. To liaise with parents to encourage parental involvement and support of the Before and After School Club.
- Develop professional working relationships with the school, all relevant professionals and authorities including the local authority and OFSTED.
- Monitor and evaluate the quality of the service, seeking views of parents and children using the service, and use these to continually review the wrap around care service.
- Attend termly meetings with the Headteacher and prepare reports for the Governing Body, as required.
- To ensure that adequate standards of safety and hygiene are maintained throughout, including the implementation of appropriate risk assessments and recording and reporting of hazards and accidents.
- Have due regard for safeguarding and promoting the welfare of children and to follow the school's child protection procedures
- To carry out any other duties which will be seen to enhance the work of the wrap around care service.

## Staff

- Recruitment and induction of staff is carried out in accordance with the Recruitment Policy.
- To work in partnership with the Headteacher to provide an appraisal system for staff and organise staff training to meet identified training needs.
- Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending any relevant meetings to keep abreast of all current issues relating to providing this service.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.

Our school is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. Stringent Checks and Vetting Procedures apply to all posts as part of our Safeguarding Policy.

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To discuss the role or visit the school please call the school on 01270 918931 and speak to Mrs Kerry McLean (Headteacher) or Mrs Natasha Wood (Deputy).

Applications forms are available of our school website.

Deadline: Wednesday 6<sup>th</sup> December, midday



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