



**QUINTON  
HALL**  
JOHN LYON'S PREP SCHOOL



# WRAP AROUND CARE ASSISTANT

## Quinton Hall School

(John Lyon's Prep School)

### JOB DESCRIPTION

## ABOUT QUINTON HALL

Quinton Hall School is a thriving IAPS co-educational Preparatory School dedicated to the education of boys and girls between the ages of 2½ and 11 years.

, positive and inspiring learning environment where our pupils can feel challenged and supported to aim high and develop their individual talents.

The school has undergone exciting changes as it has become part of the John Lyon School and John Lyon's Foundation. We are now an all-through 2 ½ to 18 school that supports and educates children from all backgrounds and abilities. The school is looking to further develop having gained a double excellent in its last inspection and with the new merger there will be many exciting opportunities ahead.

## THE DEPARTMENT

The evening care is based in the EYFS building where all the facilities can be used. The children in afterschool care ages range between Nursery to Year 2. There are 3 staff on duty and the care runs from 3.45pm to 6.00pm

## PRINCIPAL RESPONSIBILITIES

- Responsibility for ensuring the safe arrival of children at the club and the safe delivery to carers at the end of each day.
- The planning and preparation of safe, creative, appropriate activities, in a fun and caring environment.
- Keeping children safe and minimizing risks in the wrap-around-care environment including daily risk assessment checks.
- Preparing and serving snacks/refreshments for the children ensuring that hygiene, health and safety measures are met.
- Administering and recording first aid as appropriate.
- Being responsible for setting up the room for the daily activities and aiding with the care and

- cleanliness of the rooms and equipment, including tidying the rooms at the end of the day.
- Positive management of children's behaviour.
- Adhering to the Policies and Procedures of Quinton Hall School.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

# WRAP AROUND CARE ASSISTANT

## PERSON SPECIFICATION

In making an appointment at the Quinton Hall School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; KNOWLEDGE</b>		
Knowledge and understanding of the provision of care of children in the wrap around care environment	X	
Understanding of the importance of Health & Safety and Food Hygiene in the workplace		X
Paediatric First Aid certificate		X
<b>SKILLS &amp; EXPERIENCE</b>		
Sufficient understanding and use of the English language to ensure the wellbeing of children	X	
Enthusiasm for working with children and young people	X	
Ability to provide high quality childcare	X	
Previous experience of working with children aged 4-11 in a voluntary or paid capacity		X
Creativity to devise new ideas and engage the children in activities		X
Ability to consult with children	X	
Interest in the care, learning and development of young children	X	
Excellent communication skills, with children, colleagues, advisors and parents/carers.	X	
Good organisational and planning skills	X	
A flexible, adaptable approach	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the

School's Designated Safeguarding Lead.