

**HURST PRIMARY SCHOOL
JOB DESCRIPTION – WRAP AROUND CARE ACTIVITIES ASSISTANT**

General Duties

- To follow the school guidelines and policies and the instructions of the Head Teacher / Line Manager
- To be aware of the safety procedures and take appropriate action in an emergency situation to ensure the well being of the children
- To maintain good discipline and apply the basic school rules firmly and fairly
- To encourage sensible play and behaviour at all times
- To expect to give and receive respect from the children
- To perform basic first aid and to refer more serious injuries to the trained first aiders or the Head Teacher and Deputy Head Teacher
- To ensure that any accidents or injuries are recording on the online booking system.
- To be prepared to clear up any personal accidents, eg sick, urine etc
- To inform the Head Teacher or Deputy Head Teacher of any serious misdemeanour and to keep a written record of these.
- To be willing to undertake appropriate training following discussion with the Head Teacher / Line Manager

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PERSON SPECIFICATION – WRAP AROUND CARE ACTIVITIES ASSISTANT

Experience

- Experience of working with 4-11 year olds (D)
- Experience of administration (D)
- Appropriate level 2 qualification (D)
- Experience of working in a play setting (D)
- Competent in using IT to support play and administration (D)
- Appropriate child protection training (D)
- Current 12 hour Paediatric First Aid Certificate (D)
- Food Hygiene Certificate (D)
- An understanding of Prevent Duty and Certification (D)

Skills Required

- Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy. (E)
- Understanding the varied needs of children and their families (E)
- Understanding the issues involved in the delivery of quality childcare (D)
- Understanding the issues of equal opportunities (D)
- Provide and facilitate safe and creative play (E)
- Ability to work as a team member and demonstrate leadership skills (E)
- Ability to work on own initiative (E)
- Sound judgement and common sense (E)