



# Wraparound Assistant Job Description & Person Specification

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

**Job Description for Wraparound Assistant**  
**(Breakfast Club)**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade ES1 - £12.85 per hour

**Line Manager:** Principal / SLT

**Position Summary**

To support in the provision of high-quality experiences within the after-school setting, supervising a range of play activities that promote fun, creativity, and physical development in a safe and enjoyable environment. The role involves working with children aged 3-11 and assisting in the smooth running of the school's wraparound provision.

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**Key Responsibilities:**

- Assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities, services and facilities designed to meet individual needs, including consultation with children.
- Administer first aid as appropriate.
- Work within appropriate childcare legislation and other relevant legislation.
- Support the safeguarding of pupils and to know and work within the Safeguarding practices within the school.
- Provide full care for the children of nursery/school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or carers.
- Assist in the preparation of nutritious and well-balanced snacks.
- Maintain close liaison with the Wraparound Administrator, parents, school and other agencies in matters relating to the children.
- Ensure the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the club's opening hours and for hand over to the school.
- Work flexibly alongside other staff/volunteers, parents or students.
- Provide general care and welfare for the children, including physical care and attention to personal needs.

**Support for School**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.

- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
  - Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
  - Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
  - To comply with the School/MAC Code of Conduct, regulations, and policies.
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It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

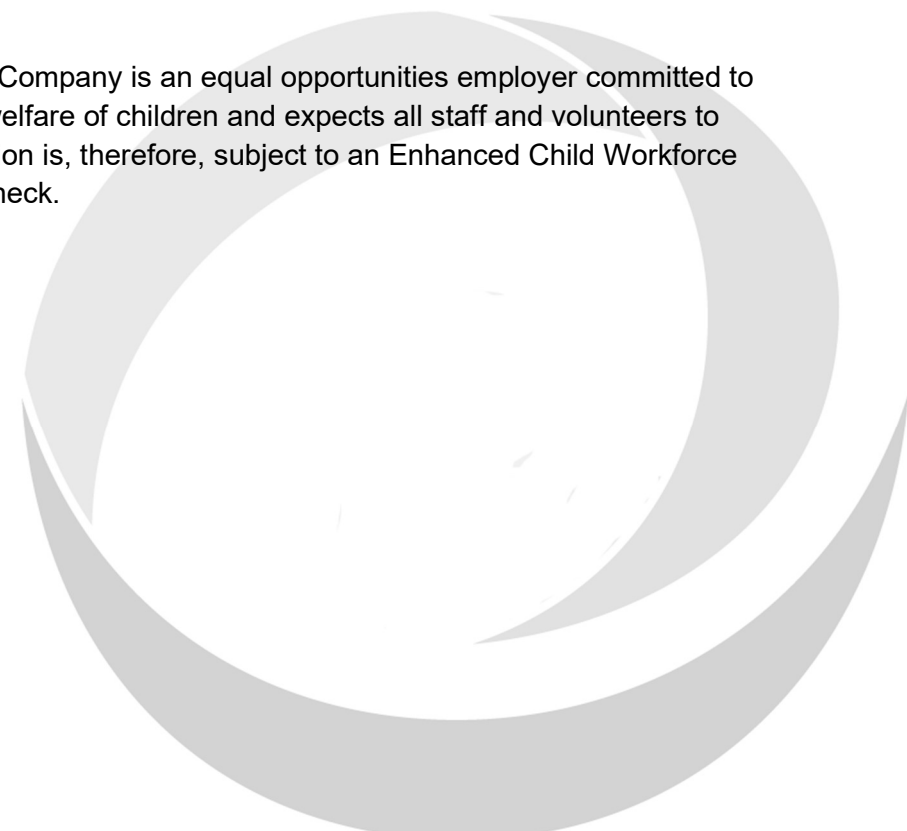
The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Wraparound Assistant**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
GCSE 4 and above in Maths & English	✓	
Level 2 or 3 qualification in Childcare, Play work, or equivalent	✓	
Willingness to undertake relevant training (e.g. safeguarding, food hygiene, first aid)	✓	
Food hygiene certificate, or other relevant training completed (or willingness to undertake this training).	✓	
Paediatric First Aid qualification (or willingness to undertake this training).	✓	
<b>Knowledge and Experience</b>		
Demonstrable experience of working with or caring with children of a relevant age.	✓	
Knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection.		✓
Understanding of the principles of child development and learning processes.	✓	
<b>Practical Skills</b>		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Committed to safeguarding and welfare of all pupils	✓	
<b>Personal Qualities and Attributes</b>		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

