



## WRAP AROUND CARE MANAGER JOB DESCRIPTION

Richmond House School is an independent school for children aged 3-11 years and is located in the leafy suburbs of Far Headingley, North Leeds.

### **Job Purpose**

We are looking for a highly motivated colleague to manage a wonderful team of people providing Wraparound Care for children in a school setting. Under the direction of the Senior Leadership of the School, there will be flexibility in the hours during term time, with the emphasis being on school holiday care and after school club.

Our Holiday Club offers a range of exciting activities to keep children aged 2 to 11 entertained during the holidays. With over 10 acres of sports pitches and fields, we have both indoor and outdoor facilities for use during the holidays. There will be close links with teaching and safeguarding staff to ensure that the school's ethos of being a place "*where children are happy to learn*" is maintained.

### **Role Responsibilities**

The successful candidate will overall responsibility and accountability for leadership of the Wraparound Care (Pre- and After-School and Holiday Club) provision, including organising rotas of staff, managing levels of staffing to the number of children attending and ensuring the active engagement of the children through the time they use the provision.

Key responsibilities include:

- To plan for Wraparound care provision for pupils from Nursery to Year 6, including scheduling of activities and staff rota planning
- To be involved in the recruitment of the Holiday Club Team, ensuring the correct ratios of staff to pupils is maintained, in liaison with the School Leadership Team.
- To ensure the safety of both children and staff in a secure environment in line with school policies and procedures.
- To ensure the highest levels of pastoral care for pupils.
- To take responsibility for promoting a safe, orderly and tidy environment.
- To liaise with external providers where applicable.
- To provide outstanding communications and excellent parent communications.
- To develop, promote and execute an exciting and enjoyable Holiday Club Programme.
- To continually develop and improve the wraparound care provision, and work with the Bursar to maximise income.
- To develop an affinity with the culture of Richmond House School and how that can be translated into Wraparound Care Provision.
- To attend INSET days, completing safeguarding and relevant training.
- To take responsibility for safeguarding during Wraparound Care Provision and liaise with the School Safeguarding Leads regarding safeguarding matters.

The job description will be reviewed annually with the Headteacher and the successful candidate in light of experience and good practice. There will be extensive support from the school and an opportunity to contribute as a teaching assistant for the right candidate. Approximately 40 hours per week, as an all year round position, with flexibility to suit the right candidate.

## **Person Specification**

### **Essential**

- At least an approved Level 2 qualification in childcare or teaching, and ideally an approved level 3 qualification
- Excellent planning and organisation skills
- Resilient, calm and tenacious under pressure
- Highly self-motivated, able to energise and motivate self and others
- Able to work unsupervised
- Ability to create a stimulating and enthusiastic working environment (A/I).
- Ability to prioritise own workload and work flexibly, and at times under pressure
- Ability to work collaboratively in a team and delegate where appropriate
- Encourage high standards of effort, care and presentation (A/I).
- Always promote positive behaviour with consistency and consideration for the aims and ethos of Richmond House School
- Build excellent relationships with children, parents and colleagues
- Friendly and approachable with a can-do mind-set
- Punctual and flexible
- Commitment to promote and safeguard the welfare of children

### **Desirable**

- Paediatric first aid trained would be desirable, and willing to undertake further training as necessary
- Experience working in a School environment or experience of leading Wraparound Care Provisions

## **Applications**

**Closing date for applications Monday 3 October 2022.**

If you would like to become part of our incredible team please complete the application form on <https://www.rhschool.org/about-us/job-vacancies/> and return to [enquiries@rhschool.org](mailto:enquiries@rhschool.org).

**Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.**

Richmond House School is an equal opportunities employer, keen to promote diversity and a workforce that reflects the population of Leeds. We welcome applications from all sections of the community.