

## **EYFS WRAPAROUND CARE AND HOLIDAY CLUB CO-ORDINATOR JOB DESCRIPTION**

Richmond House School is an independent school for children aged 2-11 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.

Our Wraparound Care and Holiday Club offer a range of exciting activities to keep children aged 2 to 11 entertained outside of school hours. 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 have overall responsibility and accountability for leadership of the EYFS Wraparound Care (Pre- and After-School and Holiday Club) provision, 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 2, including scheduling of activities and allocation of staff.
- To plan for Holiday Club provision for pupils from Nursery to Reception, including scheduling of activities and allocation of staff. Develop, promote and execute an exciting and enjoyable Holiday Club Programme.
- Work collaboratively with leads for Phase 1 and 2 Holiday Club and Phase 2 Wraparound Care ensuring a cohesive overall programme.
- 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 excellent parent communications through Class Dojo, on site photographs and end of day handover communication to parents.
- 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 take responsibility for safeguarding during Wraparound Care and Holiday Club 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.

### **Person Specification**

#### **Essential**

- At least an approved Level 3 qualification in childcare or teaching

- 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
- 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
- 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 Nursery or School environment, or experience of leading EYFS Wraparound Care Provisions.