

**Wrap Around Care Assistant**



Start date negotiable

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**Wrap Around Care Assistant**

**Candidate Criteria**

To provide high-quality care, supervision, and activities for pupils attending the school’s wrap around care provision, ensuring a safe, engaging, and nurturing environment.

**Key Criteria**

* Experience of working with or caring for children.
* Friendly, patient, and enthusiastic with good communication skills.
* Ability to work as part of a team and build positive relationships.
* Commitment to safeguarding and promoting the welfare of children.

**Role and responsibilities**

Child Supervision & Care

* Welcome children into the wrap around care setting and ensure they are safely signed in/out.
* Supervise and engage pupils in a variety of play, learning, and recreational activities.
* Promote positive behaviour and encourage children to develop independence, confidence, and social skills.
* Ensure the safety and wellbeing of all children in line with safeguarding and health & safety policies.

Activities & Environment

* Help plan and deliver age-appropriate activities, both indoors and outdoors.
* Provide support with homework, reading, or quiet activities if required.
* Prepare and supervise snacks and drinks in line with school policies and allergy guidance.
* Set up and tidy away resources and equipment, ensuring the environment is safe and welcoming.

Teamwork & Communication

* Work collaboratively with colleagues to ensure smooth running of the wrap around care provision.
* Maintain positive relationships with children, parents/carers, and staff.
* Report any concerns regarding children’s wellbeing or behaviour to the Wrap Around Care Supervisor or Designated Safeguarding Lead.
* Attend training relevant to the role, including safeguarding, first aid, and food hygiene.

**Line Management**

Reports to the Head of Melrose

**Hours**

Monday – Friday 14:45-17:30

1 INSET day in September (7 hours)

**Remuneration**

£19.62 per hour

**Other Benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

***Equal Opportunities***

***The Ladies’ College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.***

***Safeguarding***

***The Ladies’ College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.***

***Data Protection***

***This data has been requested by The Ladies’ College exclusively for the purpose of recruitment. The Ladies’ College will ensure that this is processed in compliance with its Privacy Notice and Data Protection Policy and The data Protection (Bailiwick of Guernsey) Law, 2017.***