

Wraparound Manager

School:	Alphington Primary School
Job Title:	Wraparound manager
Salary:	Grade D
Hours per week/weeks per year or FTE:	Monday to Friday 7.30- 9.00 and 3.00-6.00 (term time only)
Temporary/Permanent:	Permanent.
Start date:	ASAP
Closing date:	18 th November
Interview date	22 nd November

Alphington Primary School is looking to appoint a warm, energetic, caring individual to lead our breakfast and afterschool clubs. We are dedicated to providing a fun, safe, and enriching environment for children to thrive after school. Our breakfast and afterschool clubs offer a variety of creative and educational, activities to keep children engaged and happy in a safe and positive environment. This is a fantastic opportunity for someone who enjoys working with children and is passionate about making a positive impact on their development. Ideally, you will hold an approved level 3 or above qualification in childcare.

The key purpose of the job is to:

- Take day-to-day responsibility for the running of the Out-of-school childcare provision
- Co-ordinate the provision of a caring, safe, secure and stimulating environment
- Supervise staff to ensure they are supported in order to offer the highest quality provision
- Undertake the role of the Designated Safeguarding Officer (DSO) for the Out of School Club setting in liaison with the DSO for the School (training will be given)
- Daily manage the staff team, including managing rotas, and handling absences/ holiday/ sickness
- Communicate effectively with parents.

You will be a friendly, enthusiastic and well-organised individual who can build a positive relationship with pupils, parents, and staff

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website www.exeterlearningacademytrust.co.uk. Please send your completed application form to jobs@elatschools.com

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you would like any further information or an informal conversation, please contact the Head teacher at Alphington Primary School 01392 254291

