



Job Description

KEY RESPONSIBILITIES FOR WRAPAROUND CARE

- To Act as the Deputy Designated Safeguarding Lead for the extended school services at Templemoor. The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements and expects all staff to share this commitment.
- Liaise with the head teacher when required regarding the daily running of the Before and After School Club.
- To establish and maintain positive relationships with children and their families.
- To plan and prepare activities and games to interest and stimulate the children.
- Ensure provision is consistent with EYFS requirements. Plan activities that may contribute to a child's individual learning portfolio.
- Consult with children and involve them in planning activities.
- Assist to organise the space and resources to create a welcoming, relaxed and informal environment.
- Note any information passed on from parents and pass onto relevant professionals.
- Communicate any relevant news or issues to others in the team and the wider school community.
- To lead and navigate a team of playworkers, delegating appropriate tasks and ensuring that the provision is consistent, effective and of a high standard.
- To keep completely confidential any information regarding the children, their families, or staff which is learned as part of the job.
- To develop and maintain good communication with all members of the club, with school, and especially with parents.

- To provide a service that respects children’s life experiences and celebrates diversity.
 - • To maintain a safe and secure environment by carrying out safety checks and report problems and risks to the appropriate person.
- To undertake cleaning and tidying duties.
- To assist in the induction of new staff.
- Undertake appropriate and relevant training.
- Administer first aid when necessary and ensure the team are following the correct procedures.
- Ensure that the Club’s Equal Opportunities policy is adhered to.
- To act as an ambassador for the school and maintain a positive image of its work and aims.
 - Administrative Duties:
 - To carry out day-to-day administration such as registers
 - To maintain bookings and payments system.
 - To keep up to date records of children’s medical records and parental contact information using correct recording
 - Liaise with school office staff and headteacher on all relevant matters and issues

KEY RESPONSIBILITIES FOR SCHOOL ADMIN:

- Undertake reception, duties welcoming visitors, answering general telephone/face to face enquiries and signing in visitors/checking DBS as necessary.
- Receive and distribute messages, liaising with parents/carers, staff and governors and contractors.
- Deal with emails arriving in the main school account, actioning and forwarding as necessary.

- Ensure that the school electronic pupil and staff database (SIMS) is kept updated, including adding new admissions.
- To organise, distribute and collate paperwork for admissions
- Provide, maintain and collate pupil reports: Parental Consent, Internet Permissions etc.
- Collate school dinner information and liaise with the school chef
- Prepare and distribute letters and whole school communications, responding to parent queries and correspondence on behalf of the Headteacher while maintaining confidentiality and professionalism.
- To use various systems including Parent Pay, School Spider, Excel and Word.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend training sessions as and when required.
- To be technologically confident and manage/ monitor the school email.
- Undertake and complete any reasonable task commensurate with the level of the post, as directed by the school business manager or headteacher.
- Contribute to the overall ethos/ work aims of the school. Actively promote harmonious relationships between staff.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.