



HILLSTONE PRIMARY SCHOOL

Wraparound Care Manager 2025/26

JOB DESCRIPTION

Job Title: Wraparound Care Manager

Grade: GR3

No of Posts: 1

JOB PURPOSE:

To lead and manage wraparound care

DUTIES AND RESPONSIBILITIES:

Key Responsibilities:

- Lead and deliver a variety of engaging activities suitable for primary-aged children.
- Manage payments, registers, staffing, rotas and provision
- Provide termly reports to the Trust Board which evaluate the provision
- Create a safe, inclusive, and nurturing environment.
- Manage the club setup and tidy-up.
- Encourage active play, teamwork, and positive social interactions.

Team Leadership and Management

- Oversee the day-to-day running of wrap around care provision.
- Coordinate staff rotas, supervision, and communication.
- Lead, support and motivate a friendly team to deliver exceptional wraparound care.
- Ensure consistency of standards, practice and ethos.
- Support one another to cover sessions, absences and site responsibilities when needed.
- Build relationships with children and families to ensure trust and respect.

Play and Activity Planning

- Plan, deliver and evaluate engaging activities that promote play, creativity, wellbeing and inclusion.
- Design a varied timetable of activities which promote a wide range of interests and extra - curricular opportunities.
- Provide a fun, safe and nurturing environment for all children.
- Encourage independence, teamwork and confidence through play.
- Maintain a positive and welcoming club atmosphere at all times.

Safeguarding and Compliance

- Share responsibility as Designated Safeguarding Leads (DSLs)
- Ensure all policies, procedures and statutory requirements (EYFS, Ofsted, Health & Safety, GDPR) are followed.
- Keep accurate records of attendance, incidents, accidents, First Aid and medication.
- Conduct regular risk assessments and ensure safe environments for children and staff.
- Share best practice and manage diverse situations across settings.

Administration and Coordination

- Be responsible for budgets, resources and ordering.
- Prepare simple accounts to present to the business manager
- Create and prepare daily registers
- Support recruitment, and be responsible for induction and staff training.
- Prepare for Ofsted inspections and maintain ongoing compliance.

- Communicate effectively with parents, schools and the wider community.

SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

SPECIAL CONDITIONS:

5.1 The grade of the post is related to the complexity of the work required to be done