



## Duncombe School

An Independent Preparatory  
School and Nursery

# Role Profile: Part-time Wrap Around Care Assistant (Term-time Only, Fixed Term until end of Summer Term 2022)

## Purpose

The purpose of Wrap Around Care Assistant is to assist in the running of after school activities and care. To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

## Key Accountabilities

- To ensure the provision offers a safe and stimulating play environment.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- To assist with personal care needs of age appropriate children.
- To work face to face with the children registered with the club.
- To supervise tea time refreshments for the children.
- To maintain a register of attendance in line with the school's procedures.
- To comply with school policies and procedures with specific reference to:
  - The school's safeguarding policy.
  - The school's behaviour policy.
  - The school's health and safety policy.
- To undertake any other duties, as may be required.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Key Stakeholders

**Internal:** All school non/teaching employees, pupils

**External:** Education establishments, suppliers, parents

## Hours of Work

Term-time only (35 weeks)

Monday 3.15pm to 5.15pm

Tuesday 3.15pm to 5.15pm

Wednesday 3.15pm to 5.15pm

Thursday 3.15pm to 5.15pm

Total weekly hours: 8 hours

Rate of Pay: £11.15 per hour inclusive of holiday pay.

## Application Process

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following website:

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)


CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. The school is looking to interview at the earliest opportunity, so applications will be reviewed once they are received and therefore this vacancy may be withdrawn at any time.

Please send your application and a covering letter to:

Mrs Emma Webb, Headmaster's PA, Duncombe School, 4 Warren Park Road, Hertford, SG14 3JA  
Telephone: 01992 414100

Email: [emma.webb@duncombe-School.co.uk](mailto:emma.webb@duncombe-School.co.uk)

<b>Name:</b>	Ian Thomas
<b>Job Title:</b>	Business Manager
<b>Signature:</b>	
<b>Date:</b>	Monday 8 <sup>th</sup> November 2021