

Wraparound Assistant – Job Description and Person Spec
St Anne's CE Primary School and Nursery

Position title: Wraparound Assistant

Start date: September 1st 2026

Contract type: Permanent

Grade: TA 2

This grade is applicable to Teaching Assistants who will work under direction of senior staff, but will have a level of independence and there is the expectation that they are able to self-lead at times.

Hours: 22 hours and 30 mins per week.

Term Time only, Plus 5 pro-rata TED days.

7:30am - 9:00am and 3:00pm - 6:00pm. Monday - Friday, term time only + TED days

Reports to: Headteacher

This position is for an EYFS trained Teaching Assistant, this is not desirable, it is required for the role.

Role Overview

To support the wraparound manager in all aspects of running the school's wraparound childcare, including supporting activities, liaising with parents/carers, and ensuring excellent care and safety at all times. Our wraparound is available to the whole school, including Nursery. We are looking for an EYFS trained Teaching Assistant to support with our Nursery children initially, but also with the older children as needed.

Key Responsibilities

- To work together as a team to meet the diverse needs and interests of children aged 2–11 in our care.
- To ensure that the children's needs are always the priority.
- To address any concerns from staff or parents/carers, dealing with them appropriately.
- To adhere strictly to correct staff-to-child ratios at all times, utilizing EYFS training to safeguard and support our youngest nursery children.
- To work in close collaboration with the wider wraparound care team.
- To be sensitive to the needs of the children and to follow the School's behaviour strategies and policies.
- The post holder establishes and maintains productive relationships with staff and seeks to develop harmonious and warm relationships with parents, prospective parents, and pupils.

Duties & Responsibilities

- Deal with accidents and sick children, completing appropriate paperwork.
- Ensure all safety and hygiene standards are upheld.
- Help children reach their correct destinations, such as extra-curricular clubs, during after-school care.
- Ensure good liaison with the kitchen, office staff, cleaners, and caretakers (including matches, change of numbers, venue issues, and dietary requirements).
- Plan, organise, and help children with independent play and manage social relationships, in conjunction with the team.
- In conjunction with colleagues, ensure that general tasks are completed at the end of sessions, ensuring that all used areas of the School are left clean and tidy.
- Assist in ensuring that attendance registers are kept accurate and up to date.
- Keep all paperwork and displays in the Lower School areas up to date.
- Help lay, serve, and clear away tea.
- To maintain strict confidentiality both inside and outside of the workplace.
- To attend all required INSET/TED days and participate in training and other learning activities as required.
- To ensure punctuality and set an excellent example in attitude and dress at all times.