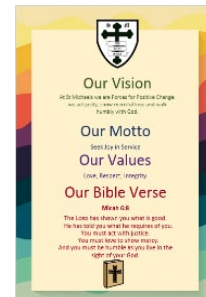


St Michael's CE Primary School

Brigadier Hill
Enfield, EN2 0NB
www.st-michaels.enfield.sch.uk



Wrap Around Care Assistant

After-School Club — Nursery & Reception | Job Description & Person Specification

Role Details	
Responsible to	Headteacher
Hours	14 hours a week, 38 weeks per year: 3:00pm–6:00pm, Monday to Thursday 3:00pm–5:00pm, Friday
Salary	Scale 3
Contract type	Fixed Term – 1 year
Start date	1 st September 2026

About the Provision

St Michael's CE Primary School Enfield is launching a new after-school club for Nursery and Reception children, running from 3.30 to 6.00pm, Mon–Thurs and 3.30 to 5:00pm on Fridays, during term time. We are looking for warm, enthusiastic practitioners who love working with young children to join our small team.

Purpose of the Role

Working under the direction of the Headteacher, you will help deliver high-quality, nurturing after-school care for Nursery and Reception-age children. You will play a key role in creating a safe, happy and stimulating environment where every child feels valued and secure.

Key Responsibilities

Care & Activities

- Provide nurturing, attentive care for children during after-school sessions
- Help plan and deliver a range of engaging, play-based activities appropriate for Nursery and Reception-age children
- Assist with the preparation and supervision of a healthy afternoon snack, ensuring all dietary requirements and allergies are met safely and that food safety & hygiene regulations are followed.
- Support children with personal care needs sensitively and in line with school policy, including intimate care for Nursery-age children where required
- Help children settle at the start of sessions and support calm, safe handovers to parents and carers at collection time
- Help children transition positively from the school day into the after-school setting

Teamwork & Communication

- Work collaboratively with colleagues to ensure sessions run smoothly
- Build positive, professional relationships with children, parents/carers and school staff
- Help set up and tidy away resources and equipment before and after each session
- Attend relevant training and team meetings as required

Records & Administration

- Assist with daily registers and any other records, as directed by the Headteacher
- Report any accidents, incidents or welfare concerns promptly using the school's procedures

Safeguarding & Safety

- Understand and follow the school's safeguarding policy at all times, reporting any concerns to the DSL without delay
- Maintain a safe environment by following risk assessments and health and safety procedures
- Administer first aid when needed (paediatric first aid certificate required, or willingness to obtain before start)
- Follow the school's procedures for late or uncollected children
- Maintain confidentiality and professional conduct at all times
- Attend training and professional development as required
- Comply with all school policies and procedures
- Undertake other duties commensurate with the grade of the post, as directed by the Headteacher.

Person Specification

Criteria	Essential	Desirable
Level 2 or above qualification in Early Years, Childcare or equivalent	✓	
Paediatric First Aid certificate (or willingness to obtain before start)	✓	
Experience working with children aged 3 to 5 in an early years or school setting	✓	
Understanding of safeguarding and child protection responsibilities	✓	
Warm, nurturing approach with young children	✓	
Ability to work as part of a small team and use own initiative	✓	
Good communication skills with children, parents and colleagues	✓	
Reliable, punctual and available for after-school sessions during term time	✓	
Knowledge of the EYFS framework		✓
Experience supporting children with SEND		✓
Food hygiene / allergen awareness training		✓
Experience delivering play-based or arts and crafts activities		✓

Safeguarding and Safer Recruitment

The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check, children's barred list check where appropriate, satisfactory references, identity and right to work checks, qualification checks where relevant, and a declaration of medical fitness. Online searches may be carried out as part of due diligence in line with Keeping Children Safe in Education.

We are committed to equality, diversity and inclusion and welcome applications from candidates who share our commitment to creating a safe, respectful and inclusive environment for all children.