

St. Michael's CE Primary School

Job Description and Specification

After School Care Manger & DSL for Extended Provision



St Michael's Church of England Primary School. This is an exciting opportunity to join a vibrant and welcoming community rooted in Christian faith and dedicated to the academic, personal, and spiritual flourishing of every child.

We are seeking an enthusiastic, organised and caring Wraparound Care Manager to lead our after-school provision. This is a unique opportunity for someone who is passionate about creating a safe, engaging and nurturing environment where children can thrive beyond the school day. The successful candidate will lead and develop our wraparound provision, manage a team of staff, and ensure that every child experiences high-quality care, enriching activities and positive relationships.

As part of this role, the successful candidate will act as the Designated Safeguarding Lead (DSL) for the wraparound provision. Applicants should therefore either hold current DSL training or be willing to undertake the relevant safeguarding training upon appointment.

While experience within a Church of England school is not essential, we are looking for a candidate who shares our passion for providing an inclusive, values-driven environment where every child is nurtured, supported and encouraged to flourish.

Working hours are Monday to Friday, 2:45pm–6:15pm, term time only (39 weeks per year including INSET days).

We are looking for a Wraparound Care Manager who:

- Demonstrates a passion for supporting children's wellbeing, development and enjoyment beyond the school day.
 - Has experience of leading or coordinating childcare, play, youth work or extended provision.
 - Builds positive relationships that promote pupils' confidence, independence and sense of belonging.
 - Creates a welcoming, inclusive and stimulating environment where children feel safe, valued and engaged.
 - Has a strong understanding of safeguarding and child protection, and is committed to maintaining the highest standards of care.
 - Can effectively lead, motivate and support a team of staff.
 - Is organised, proactive and able to manage the day-to-day operation of a busy provision.
 - Embodies our school values of Love, Serve, Grow, promoting a culture of humility, gentleness and compassion in all interactions.
 - Works collaboratively with colleagues, families and the wider school community to ensure children thrive.
 - Communicates effectively and is committed to developing their skills and knowledge through professional development.
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In return, we offer:

- A warm and supportive school community with a strong team ethos.
- Enthusiastic, happy children who enjoy attending our wraparound provision.
- The opportunity to lead and shape an important part of school life.
- A strong team ethos with experienced colleagues who offer guidance and encouragement.
- Access to high-quality professional development, including safeguarding and leadership training.
- The opportunity to be part of a school that values both academic excellence and the spiritual and moral development of every child.
- A commitment to staff wellbeing and professional development.

This is an opportunity to make a meaningful impact in a school where values and faith guide our work, and where every child is encouraged to flourish. If you share our vision and are ready to contribute to our journey, we would love to hear from you.

St Michael's is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Our school is committed to safeguarding and promoting the welfare of children, and we rigorously apply safer recruitment practices to ensure that only individuals with the highest standards of integrity and intent join our team. This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate. As part of our safer recruitment procedures, online searches may be carried out on shortlisted candidates. The successful applicant will be subject to enhanced DBS clearance, satisfactory references, right to work checks and other pre-employment checks in line with Keeping Children Safe in Education.

Visits are encouraged so please contact us to arrange an appointment by phone on 02088747786 or by email to info@stmichaels.wandsworth.sch.uk

Closing Date for applications: 30th June 2026

Short Listing: 1st July

In person Interviews, tasks and Observation: Tuesday 7th July 2026

Required for: September 2026

Please note: the personal statement of your application must address each element of the Personal Specification below with supporting evidence. Previous applicants need not apply.

In addition, we only consider applications made on the SDBE Application Form – click this link [SDBE Application Form](#). Download this form, complete your application and return it to info@stmichaels.wandsworth.sch.uk

Job Description

Job Title: Wrap Around Care Manager

Salary: Scale 5 - Spine point 12

Full Time Equivalent Salary: £34,359

Actual Salary: £14,803

Hours: 17.5 hours per week (Monday to Friday)

Contract Type: Permanent, Term Time Only (39 weeks including INSET days)

Reporting to: School Business Manager

Main Purpose

- The Wraparound Care Manager will lead the day-to-day operation of the school's wraparound provision, ensuring a safe, engaging and nurturing environment for all pupils attending after-school care.
- The postholder will manage staff, oversee safeguarding arrangements within the provision, act as Designated Safeguarding Lead during wraparound hours, and ensure the provision reflects the school's Christian vision and values of Love, Serve, Grow.

Duties and Responsibilities

Leadership and Management

The Wraparound Care Manager will:

- Lead the daily operation of the wraparound provision.
- Manage, support and deploy wraparound care staff effectively.
- Ensure appropriate staffing levels and cover arrangements.
- Plan and oversee a varied programme of activities that promotes children's wellbeing, creativity, physical activity and social development.
- Monitor attendance, participation and pupil engagement.
- Lead team meetings and contribute to staff appraisal and development.
- Ensure the provision operates in line with school policies and procedures.
- Promote the wraparound provision positively within the school community.

Safeguarding and Child Protection

The Wraparound Care Manager will:

- Act as the Designated Safeguarding Lead (DSL) during wraparound provision.
- Promote the welfare and safety of all children attending the provision.
- Follow statutory safeguarding guidance, including Keeping Children Safe in Education.
- Record and report safeguarding concerns using school systems and procedures.
- Liaise closely with the school's safeguarding team to ensure continuity of safeguarding oversight.
- Ensure all wraparound staff understand and fulfil their safeguarding responsibilities.

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- Maintain confidentiality and professional boundaries at all times.

Pupil Care and Behaviour

The Wraparound Care Manager will:

- Create a welcoming, inclusive and nurturing environment.
- Promote positive behaviour in line with the school's behaviour policy and values.
- Support pupils' emotional wellbeing and personal development.
- Encourage positive relationships, cooperation and respect between pupils.
- Respond appropriately to behavioural, medical or wellbeing concerns.

Health and Safety

The Wraparound Care Manager will:

- Ensure the provision operates safely and complies with relevant health and safety requirements.
- Undertake regular risk assessments and safety checks.
- Ensure safe food handling and allergy procedures are followed.
- Maintain accurate records of accidents and incidents.
- Ensure appropriate first aid arrangements are in place.

Administration and Communication

The Wraparound Care Manager will:

- Maintain accurate attendance, safeguarding and pupil records.
- Communicate effectively with parents and carers.
- Liaise with school staff regarding pupil wellbeing, attendance and safeguarding concerns.
- Support the administration of bookings, resources and equipment.
- Assist with monitoring the financial sustainability of the provision.

Professional Development

The Wraparound Care Manager will:

- Participate fully in appraisal arrangements.
- Undertake safeguarding, first aid and other relevant training.
- Keep knowledge and skills up to date.
- Contribute positively to the wider life of the school.

Other Areas of Responsibility

The Wraparound Care Manager will:

- Work in line with statutory safeguarding guidance and school policies.
- Promote equality, diversity and inclusion.
- Support pupils with SEND and additional needs.
- Uphold the school's Christian vision and values.
- Undertake other duties appropriate to the grade of the post as directed by the Headteacher or School Business Manager.

The postholder will be required to follow all school policies and the Staff Code of Conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all duties that the postholder may be required to undertake.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• Level 3 Childcare Qualification (or equivalent) desirable.• GCSE Grade 4/C or above in English and Maths.• Paediatric First Aid qualification or willingness to obtain.• DSL training or willingness to undertake DSL training.• Food Hygiene qualification desirable.
Experience	<ul style="list-style-type: none">• Experience working with primary-aged children.• Experience leading or supervising staff.• Experience working in childcare, wraparound care, schools, youth work or similar settings.• Experience supporting children's wellbeing and behaviour.• Experience of safeguarding and child protection procedures.
Skills and knowledge	<ul style="list-style-type: none">• Strong understanding of safeguarding and child protection.• Ability to lead, motivate and manage a team.• Excellent communication and interpersonal skills.• Ability to build positive relationships with children, families and staff.• Strong organisational and administrative skills.• Ability to manage behaviour positively and effectively.• Knowledge of health and safety requirements within childcare settings.• Understanding of inclusion and supporting pupils with SEND.• Ability to maintain accurate records and confidentiality.• Competent ICT skills.
Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children.• Warm, approachable and nurturing manner.• Commitment to safeguarding and promoting children's welfare.• Commitment to the Christian ethos and values of the school.• Resilient, reliable and professional.• Positive, proactive and solution-focused.• Ability to work independently and use initiative.• Commitment to equality, inclusion and high expectations for all children.• Commitment to professional development and continuous improvement.