

Role: Wraparound Coordinator
Location: Studley Infants' School
Salary: E5-6 (£25,583- £25,989 Pro Rata)

Hours: 7.45am-9.15am and 3.15pm-5.45pm.

Working weeks: 38
Days a week: Monday-Friday
Closing date: 24th April, 4pm
Anticipated start date: ASAP

Studley Infants' School is a part of the Arden Forest C of E MAT, a community of schools who strive to give all of our children the hope and aspiration to achieve their full personal and academic potential and to "Inspire Educational Excellence in Everyone". Please click [here](#) to

We are looking for a nurturing, organised, and enthusiastic Wraparound Coordinator to join our infant school team and lead our before- and after-school provision.

At our school, children are at the heart of everything we do. Our Wraparound Provision provides a safe, welcoming, and play-rich environment to help children aged 3–7 start and end their day feeling happy, settled, and cared for. We are seeking someone who shares our relational approach, values strong connections with families, and brings creativity and warmth to the role.

About the Role

- Lead, plan, and deliver high-quality wraparound sessions that promote play, wellbeing, and social development.
- Ensure a calm, positive environment where every child feels safe, included, and supported.
- Manage day-to-day organisation of the provision, including registers and setting up activities.
- Work closely with the school team to ensure smooth communication and consistent care for children.
- Follow safeguarding, health & safety, and school policies at all times.
- Build strong relationships with parents and carers, offering a warm and professional point of contact.

We Are Looking for Someone Who:

- Has experience working with young children (Early Years or KS1 preferred).
- Understands child development and the importance of play-based experiences.
- Is positive, compassionate, and able to build trusting relationships with young children.
- Can stay calm, responsive, and solution-focused when supporting children's needs.
- Has strong organisational skills and can confidently manage routines, resources, and administration.
- Shows initiative, creativity, and genuine enthusiasm for supporting children's wellbeing.
- Holds relevant childcare qualifications.

What We Offer

- A friendly, supportive, and experienced school team.
- Children who are curious, lively, and a joy to work with.
- A nurturing school ethos built on relationships, connection, and emotional wellbeing.
- Training and professional development opportunities.
- A chance to make a real difference to families in our community.

You will be responsible for:

- **Planning and delivering engaging before- and after-school sessions** that support children's play, wellbeing, and development.
- **Overseeing the day-to-day running of the wraparound provision**, ensuring routines, activities, and transitions run smoothly.
- **Supporting children's emotional regulation and wellbeing** using the school's relational and trauma-informed approaches.
- **Building positive, professional relationships with children, parents, and staff** to ensure consistent care and smooth transitions.
- **Ensuring all policies and procedures are followed**, including health & safety, first aid, and behaviour expectations.
- **Contributing to the school's statutory duty to safeguard and promote the welfare of children**

Your qualities will include

- ☐ **A caring, nurturing approach**, with the ability to build trusting relationships with young children.
- ☐ **Strong communication skills**, enabling positive interactions with children, families, and staff.
- ☐ **Good organisational skills**, with the ability to manage routines, activities, and administrative tasks confidently.
- ☐ **A calm, solution-focused attitude**, especially when supporting children's emotional needs or unexpected situations.
- ☐ **Creativity and enthusiasm**, bringing play-rich, engaging ideas to wraparound sessions.
- ☐ **A team-focused mindset**, working collaboratively while also leading confidently when required.
- ☐ **A commitment to continuous improvement**, including willingness to undertake relevant training.
- ☐ **Displaying commitment to the protection and safeguarding of children and young people.**

To apply, please read the attached job description and person spec and then complete the attached application form, including a supporting statement that outlines how you meet each

of the criteria set out in the person specification. Please return the application form to Beccy Merritt via email at: admin2055@we-learn.com by 4pm on the 10th April.

Visits are welcomed, to arrange a time slot please email the school on admin2055@we-learn.com

We are committed to being an inclusive employer. If you require any reasonable adjustments to the application or interview process, please contact us at [HR/recruitment email].

Studley Infants' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If shortlisted we will take up references prior to interview and will complete an online check. Shortlisted candidates will also need to complete a Criminal Record Self Disclosure. The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please see <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>; and also <https://unlock.org.uk/advice/filtering-cautions-convictions/>.

As this role is exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to an enhanced DBS check with a Barred List check. Our pre-employment process will also include Teacher Prohibition List checks, overseas checks (where applicable); proof of qualifications (as specified in the person specification); section 128 checks (for those in management roles); medical fitness checks; identity and right to work checks. Applicants for roles working with children under five years during the school day and under eight years for those working in wraparound care will also be subject to Childcare Disqualification checks.

It is an offence to apply for any paid role in a school if you are barred from engaging in regulated activity relevant to children.