

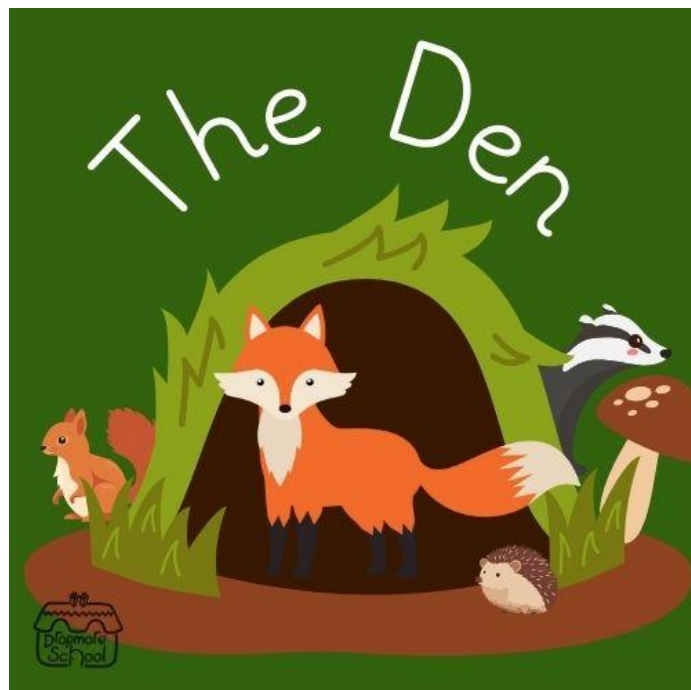


“The Den” After School Club Leader

Monday to Friday (term time only)

Monday to Thursday 1445- 1745

Friday 1445 – 1615



Dropmore Infant School

Dropmore Infant School is a small, friendly school in an idyllic rural setting, which has educated children in the local area for over 200 years. It is surrounded by open countryside with a large playing field and landscaped areas including an adventure playground, pond, vegetable plots, orchard and wild flower area. The school has benefited from much refurbishment and improvement over the recent years, but still retains its unique charm with the old thatched roof building.

We are strongly committed to developing the 'whole' child both personally and academically and are in a privileged position to offer small class sizes. We offer children an interesting, challenging and creative curriculum which caters for all abilities in a safe, happy and stimulating environment. We have high expectations for all of the children that are placed in our care and high expectations of the staff that support them. We aim to create the foundations for children to become successful, happy, confident, independent learners.

Address: Littleworth Common Road, Burnham, Bucks, SL1 8PF

Telephone: 01753644403

Email: office@dropmore.school



About the role

We are looking for an organised, caring, enthusiastic and reliable Wrap Around Care Lead to run our 'Den' after school provision. The successful candidate will develop a safe and nurturing environment, plan activities, supervise and interact with the children, provide healthy snacks and liaise with parents whilst also taking responsibility for some administration tasks related to the smooth running of the provision.

Salary: Bucks Pay Range 1B Point 10 (FTE £25,823) Hourly rate: £15.12

Contract type: Initially casual with the possibility of permanent contract.

Working Pattern: Part time

Hours: Monday -Thursday 1445 – 1745, Friday 1445 - 1615

Starting Date: November 2026

How to apply: To apply for this position please fill out the application form - BC Application Form for Non-Teaching which can be found with this posting.

Closing Date: We will consider applications from 28th October 2026

Interviews to be held: Rolling interviews from the 2nd of November. We will withdraw the application process early if a suitable candidate is found.

Visits to the school are encouraged and warmly welcomed. Please contact the school office to arrange an appointment.

Dropmore is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions

- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to Nacro guidance and the guidance issued by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All shortlisted applicants will be required to complete self-disclosure form and return prior to interview.

Wrap Around Leader

Job Description and Person specification



Job Description

The main areas of responsibility:

- Plan, prepare and monitor safe, creative, appropriate activities in a fun and caring environment.
- Provide direction and support to other members of the wraparound care team as required
- Set up the hall and/or outside areas at the start of each session and ensure all equipment and resources are safely tidied away at the end of sessions.
- Be responsible for the safeguarding of all children in line with KCSiE and our Child Protection policy.
- Ensure the safe arrival, registration and dismissal of children at the session.
- Prepare and serve a light snack between 4-4:30pm ensuring hygiene and health and safety measures are met.
- Supervise pupils throughout the sessions and snack times to ensure their safety and well-being.
- Interact with and support the children, providing them with a secure environment to finish their school day.
- Respond appropriately to the individual needs of the children, including any educational, dietary, medical or additional support needs.
- Assist with inside and outside play activities encouraging all pupils to take part, co-operate and show respect for others.
- Maintain daily records of pupil attendance, including collection times.
- Undertake administration tasks to ensure the smooth running of sessions.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and confidentiality
- Follow all relevant school policies and procedures, including those relating to safeguarding, health and safety, behaviour and equality.

Pastoral and safeguarding responsibilities:

- Promote the welfare, safety and wellbeing of all children attending the provision.
- Be alert to any concerns relating to a child's wellbeing, safeguarding or child protection and report these immediately in line with the school's safeguarding procedures.
- Report any health and safety concerns promptly to the appropriate member of staff.
- Follow the school's behaviour policy and promote positive, respectful behaviour.

- Respond promptly and appropriately to incidents of unacceptable behaviour, referring serious or recurring concerns to the Headteacher or designated member of staff as appropriate.
- Treat all children with dignity, fairness and respect and help create an inclusive environment in which every child feels safe and valued.
- Conduct oneself in line with the expectations outlined in our staff code of conduct at all times.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications and Experience	• Relevant experience in a child care setting. • Evidence of establishing positive relationships with children. • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace.	• NVQ Level 2 in childcare or equivalent qualifications • Level 2 Food Hygiene Certificate. • Paediatric First Aid Certificate. • Safeguarding Awareness experience and certification.
Professional Skills	• Commitment to promote and safeguard the welfare of all children. • Ability to provide and facilitate safe and creative play opportunities. • Ability to use language and other communication skills to which children can relate. • Ability to empathise with the needs of children. • Ability to work effectively and respectfully with colleagues and parents. • Understanding of child protection requirements in school	
Personal Qualities	• Reliable • Resilient • Calm • Sensitivity and warmth, flexibility, and a good sense of humour. • Excellent organisational and time management skills. • Ability to follow instructions. • Ability to maintain confidentiality.	• Understand and support the differences in children and adults and respond appropriately. • Understand and implement the school behaviour policy. • Understand the importance of physical and emotional wellbeing.

	• A positive attitude to change. • A good record of health and attendance. • A basic understanding of the way in which children develop. • Ability to work on own initiative and as part of a team. • A commitment to diversity and equal opportunities.	
General	• Clean Driving Licence • Access to motor vehicle for own use. • Commitment to undertake job related training.	• Understanding of Health & Safety requirements. • A commitment to continuous professional development.