



Job Title: Wraparound Provision Manager

Location: Coleridge Primary School

Contract Type: 52 weeks per year

Hours: Approx. 32.5 hours per week, Monday to Friday, 12pm–6:30pm

Start Date: October 2025

Salary: PO2 SP31 - £44,685 (FTE pro-rata)

Job Summary

Coleridge Primary School is a vibrant, inclusive and Ofsted Outstanding school in North London. We are launching a new, in-house wraparound care service in January 2026, providing high-quality, affordable childcare before and after school. We are seeking an experienced, motivated, and business-minded Wraparound Provision Manager to lead this exciting new venture.

Starting in October 2025, the postholder will help establish, coordinate, and run the provision from the ground up, including breakfast club, after-school care and holiday programmes.

This is a key role within the school's extended provision. You will be responsible for planning, staffing, promoting, delivering and evaluating the daily operation of the wraparound provision, including the breakfast club, after-school care and holiday programmes.

You will be part of our wider school community and work closely with the school leadership team, teaching, support staff, as well as parents and children to ensure the service reflects the ethos and high standards of Coleridge Primary School.

Line Manager:

- School Operations Manager and Head Teacher

Responsible for:

- Day-to-day management of approx. 25 part time wraparound staff (including playworkers, admin support, volunteers)

Working Relationships:

- Parents and carers, wraparound team, teaching and admin staff, HR, safeguarding and premises teams

Key Responsibilities:

Set-Up and Planning (Oct–Dec 2025):

- Lead on the operational set-up of the provision, including recruitment, procurement of equipment/resources, and establish booking systems
- Contribute to operational planning, health and safety compliance, and site logistics
- Support with promotional materials and parent communication

Operational Management

- Oversee the planning and delivery of safe, engaging, and age-appropriate wrap around care activities/clubs for children aged 4–11.
- Ensure the smooth and effective daily running of the provision, including classroom handovers, appropriate supervision, and safe collection by parents and carers.
- Maintain high standards of food hygiene, health and safety, including the safe handling of food, cleaning routines, and first aid procedures.
- Supervise, and support wraparound staff and volunteers, fostering a positive and professional working environment.
- Keep and maintain accurate daily registers and up-to-date child records, ensuring full compliance with GDPR and safeguarding policies.
- Maintain clear and effective communication with parents and carers.

Business and Administration

- Manage bookings, payments and parent communication via the school's parent communication platform and in person as appropriate.
- Monitor attendance and associated income/expenditure with the School Operations Manager and Finance Manager.
- Place orders for equipment and snacks through the School's Finance team. Note: This role does not hold direct budget responsibility. All purchases must be authorised by the Finance Manager.

Safeguarding and Compliance

- Act as Designated Safeguarding Lead for the wraparound provision or work closely with the schools DSL team to ensure robust safeguarding practices.
- Ensure all staff complete required training (safeguarding, food hygiene, paediatric first aid).
- Follow all school and Ofsted policies relating to behaviour, health and safety, safeguarding and child protection.

People Management

- Build a strong, inclusive and motivated staff team.
- Run regular team meetings and one-to-ones.
- Manage staff rotas and absence cover
- Support recruitment and induction of new staff.
- Support staff wellbeing and professional development.

Quality and Development

- Seek and act on regular feedback from parents, children and staff to improve the service.
- Promote the service across the school to increase take-up.
- Report regularly to school leadership team on performance, safeguarding and development opportunities.

Person Specification

Essential

- Strong organisational and time management skills
- Clear understanding of safeguarding and child protection procedures
- Strong written and verbal communication skills
- Comfortable with basic budgeting
- Experience of IT systems for bookings/admin
- Excellent team-working skills, with the ability to collaborate effectively across different roles and levels
- Ability to think strategically and plan for the longer term

Desirable

- Experience working in an educational childcare/play work setting
- First-hand knowledge of planning and delivering play-based provision
- Level 3 qualification in Play work, Childcare, Education or similar (e.g. CACHE, NVQ, BTEC)
- Designated Safeguarding Lead (DSL) qualification (or willingness to train)
- Paediatric First Aid and Food Hygiene certificates
- Understanding of Early Years Foundation Stage (EYFS)
- Experience of running a holiday club or wraparound service
- Familiarity with club booking platforms (e.g. Magic Booking, Kids Club HQ)

Would Suit Someone Who Is...

- Excited by the opportunity to shape and grow a new provision from the ground up
- Practical, proactive and full of initiative
- Calm, flexible and solutions-focused when juggling daily challenges
- Business-minded and capable of managing budgets and increasing take-up
- Confident in managing a team and motivating others
- Passionate about helping children thrive outside of classroom hours

This post is subject to an enhanced DBS check and two satisfactory references.