SALISBURY CATHEDRAL SCHOOL JOB DESCRIPTION

Salisbury Cathedral School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

Post:	**Little Spires Wrap Around Care Lead**
Responsible To:	**Head of Pre-Prep**
Start Date:	**Monday 2nd November 2026**
Hours:	**Monday to Friday 3:15pm to 6pm, term time only. Part-time applicants will be considered.**
Salary:	**£8,201.11**
Closing Date:	**Friday 16th October 2026**

Main duties and responsibilities:

- To ensure the safeguarding of children at all times.
- To provide a safe and stimulating environment for the children attending Little Spires with creative and appropriate play opportunities.
- To create a nurturing, calm and caring wrap around care service for our children catering for a range of interests and needs.
- To plan, prepare and deliver age and ability appropriate activities.
- To ensure that play equipment is properly used, maintained and stored.
- To ensure that areas used by Little Spires are kept organised, clean and tidy.
- To arrange and supervise the provision of refreshments as needed.
- To ensure that the arrival and departure of children is properly recorded.
- To be a point of contact with parents and carers.
- To ensure adequate supervision of the children at all times.
- To direct the use of other staff within Little Spires, such as the duty Gap student.
- To ensure that records of attendance are passed to the finance department for fee billing purposes.
- To undertake minor first aid duties.

- To be responsible for the intimate care of the children, including supporting them with toileting as required.

Other responsibilities:

- Carry out the work of this school to the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school, and also a choir school, places additional demands and responsibilities on staff who choose to work here.
- Do all you can, by the relationships that you build with pupils, staff, parents, and the wider community, to promote the caring ethos of the school and reflect its Christian foundation.
- Engage actively in the school appraisal process.
- Willingness to undertake CPD and complete essential training courses as directed by the school .
- Adhere to policies as set out in the staff operations handbook.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

Person Specification

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Person Specification	
Qualifications	● Level 3 or above qualification, full and relevant for EYFS ● Experience of working with young children ● Paediatric First Aid qualification is desirable but we can provide training if required
Experience	● Experience of working with young children, planning and delivering fun and engaging activities
Skills	● Flexible approach to meet the needs of the role ● Adaptability ● Open to new ideas and approaches ● Strong team player
Personal qualities	● Good sense of humour ● Calm under pressure ● Positive outlook ● Ability to use initiative ● Approachable ● Warm, kind and caring manner ● Good communication skills