

CMXSC | CAREERS

# Careers With CMXSC

@cmxscactive

ACTIVE KIDS BRIGHTER FUTURES

# Wraparound Care Assistant

## About us:

At CMXSC we passionately believe that leading an active and healthy lifestyle can support and improve children's physical, mental and social wellbeing. We're looking for wraparound care assistants to join our team to help us deliver high-quality wraparound care provision across Essex. CMXSC is dedicated to providing exceptional wraparound care services in collaboration with primary schools. Our Wraparound Care settings are all Ofsted registered and located across Essex aim to create innovative, inspiring, and safe environments for children.

## Job Overview:

As a Wraparound Care Assistant at CMXSC, you play a vital role in creating a safe, secure and engaging environment for children during wraparound care sessions. Your passion for working with children and commitment to their wellbeing will contribute to the success of our wraparound care provision.

## Key Responsibilities:

- Assist in organizing and supervising activities during wraparound care sessions.
- Assist in managing attendance, fees, and parent queries.
- Create & Foster a safe and inclusive environment for children to thrive.
- Engage with children in play-based activities both indoors and outdoors.
- Assist with the planning and preparation of activities, including setup and clean-up.
- Collaborate with other team members to ensure smooth operations of the wraparound care setting.
- Support the settings manager in ensuring the setting is Ofsted compliant
- Ensure every child has an enjoyable time and is fully included in all activities
- Provide care and compassion to all participants at all time

# Wraparound Care Assistant

**Job Title:** Wraparound Care Assistant

**Location:** Chelmsford, Essex (with potential relocation for new sites)

**Type:** Term time only - 15 hours

**Salary:** Full time £23,920 - Pro rata £6,727.50.

**Benefits:** Childcare, Company events, Flexitime, Referral programme, training and CPD programme, ensuring your personal development never stops The opportunity for overtime during school holidays

**Schedule:** Flexible hours, Monday to Friday (Based on wraparound care sessions)

**Start Date:** January 24

## Essentials:

- A valid Enhanced DBS
- Paediatric First Aid Certificate
- Safeguarding Certificate
- Childcare or Primary Education qualification Experience in working within an educational setting
- Experience working with children

## Desirable Experience:

- Level 3 Award in Childcare and Education OR Diploma for the Early Years workforce
- Level 2 Food hygiene certificate
- FGM awareness
- Prevent Duty knowledge
- Child sexual exploitation knowledge
- County Lines knowledge

CMXSC is committed to safeguarding, and all staff undergo relevant checks. If you're ready to assist in making our wraparound care extraordinary, please submit your CV and cover letter to [admin@cmxsc.co.uk](mailto:admin@cmxsc.co.uk)

# The Next Steps

At CMXSC, we are dedicated to cultivating a varied and inclusive workplace, proudly upholding our commitment as an equal-opportunity employer.

We ensure that all qualified candidates are considered fairly, regardless of race, religion, ethnicity, gender, sexual orientation, age, or disability status. We believe in maintaining a clear and open recruitment procedure. For more information, please refer to the details below. If you need any assistance or support, do not hesitate to reach out to our team at [admin@cmxsc.co.uk](mailto:admin@cmxsc.co.uk)

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## **Submit Your Application**

Please download the careers guidance pack with all the additional information you need to know more about the role. Please then email your CV and cover letter to [admin@cmxsc.co.uk](mailto:admin@cmxsc.co.uk). A member of our team will then conduct a thorough evaluation and shortlist candidates in accordance with our established selection criteria.

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## **Telephone Interview Stage**

Following the shortlisting phase, candidates will be contacted by a member of our team to arrange a telephone call. This conversation serves as an opportunity to learn more about you, discuss the specifics of the role, ensuring its suitability for the candidate, and to gain a deeper understanding of the applicant's qualifications and potential.

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## **Practical Assessment and Formal Interview**

Candidates will be asked to plan and prepare a practical lesson or participate in a on site session delivered by our team at one of our partner schools. Based on the practical lesson candidates will be invited to a formal interview, which will be conducted by two members of the management team.

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## **Job Offer and Onboarding Process**

Successful candidates will receive a job offer via telephone, which will be followed by an email confirmation. An induction session will be scheduled to acquaint the new employee with the necessary information pertinent to their role. Additionally, there will be an opportunity to shadow a senior team member, providing a comprehensive introduction before the candidate commences work in their designated schools.

Become a part of our  
team and join our  
mission in positively  
impacting children's  
lives!

#activekidsbrightfutures