



CoachUnlimited

PE and Sport | Wraparound and Clubs | Training

'Providing enriching experiences through high quality delivery'

Wraparound Instructor

Job Description and Personal Specification

Responsible to: Managing Director

Location	Foxbridge Primary School - Castle Donington, DE74 2SN
Hours	12.5 hours weekly (1500-1730), 39-weeks term time only. We would be willing to include our morning provision within the contract (+7.5 hours, 0720-0850) should a job role of 20 hours be more attractive to the successful candidate.
Salary	£14.45 hourly, plus holiday pay.
Start date	Monday 5 th January 2026 (there may be meetings/training before this date)
Deadline	Interviews will take place immediately upon receipt of successful application.
Interview	The shortlisted candidate(s) will be invited to a formal interview which will include a practical observation.

Main duties:

1. Ensure a safe, caring and engaging wraparound club environment
2. Provide a programme of structured and child-led activities
3. Supervise children during activities and monitor their engagement
4. Set and manage clear expectations for children's behaviour, always following company policy
5. Administer first aid when required
6. Manage resources for all planned activities
7. Follow relevant company policies and procedures, and adhere to childcare legislation
8. Manage effective transitions – drop-off, classroom handover, and collection
9. Prepare, provide and contribute to developing a balanced and nutritious food menu

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Positivity | Enjoyment | Passion | Honesty | Quality



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10. Work closely and effectively with other CoachUnlimited staff, sharing general wraparound duties
11. Represent CoachUnlimited and demonstrate its' values when working in liaison with school staff, parents, children and the school community
12. Follow safeguarding and child protection agendas and policies within the wraparound setting
13. Ensure the cleanliness and tidiness of the facilities during club sessions and at the point of handover to the school
14. Complete necessary and required administration duties
15. Engage with personal development meetings and work towards identified personal targets
16. Adhere to health and safety requirements of the role including risk assessments
17. Communicate effectively with school staff, colleagues and managers

Why work for CoachUnlimited?

We want people to want to work for us. Which is why we are proud to offer the following:

- ✓ A workplace which prioritises staff wellbeing and personal development
- ✓ A supportive and professional environment
- ✓ An established calendar of Team CPD opportunities
- ✓ Opportunities to connect, including team social events and buddy coaching
- ✓ Full induction and training – including first aid and safeguarding
- ✓ A fully resourced curriculum including lesson plans
- ✓ Half-termly staff reward scheme
- ✓ Regular timetable with optional holiday club work

Who are we looking for?

	Essential	Desirable
Qualifications and Training		
Level 2 food hygiene		✓
Childcare qualification		✓
Safeguarding training		✓

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A valid first aid (including paediatric) qualification		☒
A valid DBS		☒
Personal Knowledge, Skills and Qualities		
Experience of working in schools	☒	
Experience of working with primary-aged children	☒	
Understanding of school safeguarding and child protection duties	☒	
Able to support and deliver high quality and engaging activity	☒	
Good ICT skills and competency using Office 365	☒	
A full driving licence and access to a car		☒
Excellent communication and organisation skills	☒	
The ability to build and maintain good relationships with pupils, staff and colleagues	☒	
Confident when working with the 4-11 age range	☒	
Adaptable and able to react to changing situations	☒	
Good sense of humour	☒	
Patient	☒	
Self-motivated	☒	
Reliable and committed	☒	
Team player	☒	

Think you are a good fit for us?

We would love to hear from you – please get in touch to arrange an informal discussion about us or the role: dan@coach-unlimited.co.uk

To apply for the role, please email a full CV and a completed safer recruitment form to dan@coach-unlimited.co.uk. We will contact your referees before shortlisting and may also have a phone call with you.

CoachUnlimited is committed to safer recruitment processes and to safeguarding and promoting the welfare of children and expects all staff to share this commitment. You will be required to undergo pre-employment checks which include an enhanced DBS check.

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