

## North Worcester Primary Academy



Application Pack

**Wrap Around Club Assistant**



## **Wrap Around Club Assistant Job advert**



### **Breakfast Wrap Around Club Assistant**

**TA1 (Scale 2 points 3 – 4)**

**£12.45p/h**

**Term time only plus training days**

**5 hours a week**

**Monday - Friday 7.20am – 8.20am**

**Contract type: permanent part time contract**

North Worcester Primary Academy is run by the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision. We provide a very popular before and after school club for our pupils. Its growth in popularity means that we are now looking for an additional breakfast wrap club assistant who has a passion for working with children.

Since opening in 2019, our enthusiastic staff have worked hard to create a safe and inclusive school where children feel happy and are excited to learn. We are Ofsted rated 'good' in all areas (February 2024). We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, robotics, class sets of iPads and specialist rooms for practical activities such as music, IT and cookery.

Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment.

#### **You will have:**

- Previous experience of working with children
- Good understanding of food hygiene and food preparation
- Good understanding of safe and creative play
- Ability to work as part of a team
- Ability to communicate well
- Flexible and creative
- Positive and hard working

#### **Your responsibilities will include:**

- Assisting in the implementation of the daily activities of the club.
- Assisting in food preparation.
- Supervising the children to ensure their wellbeing at all times.
- Working with staff to maintain the club to an agreed standard of cleanliness and hygiene.

**North Worcester Primary Academy can offer:**

- a thriving, happy place to work,
- vibrant and stimulating indoor and outdoor learning environments,
- happy and friendly children with excellent behaviour,
- supportive and committed parents.

**For further information or to apply for the role please contact the school office;  
[northworcesterprimary@riverscofe.co.uk](mailto:northworcesterprimary@riverscofe.co.uk) or 01905 953850.**

**Applications can only be made using the Rivers Support Staff application form, which can be found on our website [North Worcester Primary Academy - Vacancies](#)**

**Closing date:** Sunday 15<sup>th</sup> December 2024.

**Interview Date:** w/c 16<sup>th</sup> December 2024

**Start Date:** 7<sup>th</sup> January 2025.

Please note if you have not been contacted by the school by 20<sup>th</sup> December 2024 then you have not been successfully shortlisted on this occasion.

***The school and Trust 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 application will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.***

# Wrap Around Club Assistant Job Description



## Job Description

**Job title:** Wrap Around Club Assistant

**Salary Range:** TA1 (Scale 2 points 3 – 4)

**Contract:** Permanent part time contract, 5.42 hours a week, term time only plus training days. Monday to Friday 7.20am – 8.20am.

**Line of Responsibility:** Responsible to Wrap Around Club Lead and School Office Manager

### Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

### Key Purpose:

To actively participate in the operational delivery of good quality play and care provision for children aged 3-11 years.

To provide stimulating activities, engaging with children in a safe environment.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

### Main Activities:

- To support the Wrap Around Club Lead in the direct planning and implementation of the daily activities of the club to ensure the children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.

- To work with staff to maintain the Club to an agreed standard of cleanliness and hygiene and to advise the Wrap Around Club Lead of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
- To work with the Wrap Around Club Lead to ensure high levels of food hygiene are maintained at all times in accordance with Safer Food Better Business guidance document.
- To support the Wrap Around Club Lead in ensuring that all relevant records are maintained and attend staff meetings and training sessions as required.
- To support the Wrap Around Club Lead in ensuring all safeguarding concerns are logged and appropriately dealt with according to the schools Safeguarding Policy.
- To undertake other duties and responsibilities of an equivalent nature as determined by the Supervisor.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

## Wrap Around Club Assistant Person Specification



### Wrap Around Club Assistant - Person Specification

Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<p>A good standard of general education</p> <p>Experience of working with children</p> <p>Reliable</p> <p>Trustworthy</p> <p>Good timekeeping</p>	<p>Basic Understanding of food hygiene</p> <p>Working in a school environment</p> <p>First aid trained</p>
<b>Skills and knowledge</b>	<p>Ability to provide and facilitate an inclusive, safe and creative play incorporating the play principles</p> <p>Communicate well with a wide range of groups and individuals</p> <p>Work as a team member</p> <p>Use common sense</p> <p>Work in line with all the club's policies and Procedures</p>	<p>Knowledge of policies and procedures relating to child safeguarding, health, safety, security, confidentiality.</p>

## About Our School



It is a pleasure to welcome you to North Worcester Primary Academy.

We are an impressive free school run by the highly regarded Rivers C of E Academy Trust, a multi-academy trust, specialists in early years and primary provision.

Situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath, we have no catchment area and intake children from as far as Droitwich and Warndon Villages.

We are currently in a 'growth phase' so we are able to offer places in our current pre-school, up to Year 5 cohorts. We are a two-form entry school so have two classes per year.

Since opening in 2019, we have developed an excellent learning environment. Our enthusiastic staff work hard to create a safe and inclusive school where children feel happy and are excited to learn.

We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, including a green screen, robotics and full-class sets of iPads and specialist rooms for practical activities such as music, IT, dance and cookery.

We understand that our parents want more than just academic achievement. We offer an exciting and varied curriculum designed to challenge all abilities and give our pupils the right tools to prepare them for the next stage of their life.

North Worcester Primary Academy operates as a 'faith ethos' community school, welcoming families from all faiths and no faith, drawing from the distinct STARS values and vision of the Rivers C of E Academy Trust, 'Love – Learn – Live'.

We are proud to be part of the Rivers C of E Academy Trust, a family of 14 thriving schools and pre-schools within Worcestershire and Sandwell, which all benefit from a wealth of teaching and learning expertise associated with a well established multi-academy trust.

Our doors are always open and we are happy to show visitors around our beautiful new building and school grounds.

### **Virtual Tour**

Please click on the link below to view our virtual tour.

[North Worcester Primary Academy - Welcome](#)

### **The Rivers Multi Academy Trust**

When you join North Worcester Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 14 schools and over 800 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

## Contact Details

North Worcester Primary Academy  
John Comyn Drive  
Worcester  
WR3 7NS

Tel: 01905 953850

[www.northworcesterprimary.co.uk](http://www.northworcesterprimary.co.uk)

[northworcesterprimary@riverscofe.co.uk](mailto:northworcesterprimary@riverscofe.co.uk)

