North Worcester
Primary Academy

Wrap Around Club Assistant

Application Pack

An extraordinary education for every pupil

Welcome

North Worcester Primary Academy and pre-school is an impressive free school which is part of the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision.

We have high expectations of teaching and learning whilst also being mindful 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.

We offer a large, vibrant learning space with extensive grounds including two forest schools and a large playground with an all-weather astro sports field, alongside state-of-the art facilities including whole class sets of i-Pads and a specialist design-technology classroom.

Overview

North Worcester Primary Academy is situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath.

We currently have over 400 pupils from age 3 years in our pre-school, up to Year 6.

Ethos

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.

Performance

Our latest Ofsted judgment: Good in all areas (February 2024)

We are proud that our staff enjoy working at North Worcester Primary and this was acknowledged by Ofsted: “Staff are overwhelmingly positive about working at North Worcester Primary. They feel supported and valued.”

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values

Sharing

Trust

Achievement

Respect

Safety

Our Schools

1. Summerhill Primary Academy Summerhill's Little Treasures
2. Jubilee Park Academy
3. Dudley Wood Primary School
4. Wychbold First and Nursery School
5. St Peter's Droitwich CofE Academy
6. North Worcester Primary Academy
7. Northwick Manor Primary School
8. Cranham Primary School
9. Cherry Orchard Primary School
10. St Clement's CofE Primary School and Pre-School
11. Great Witley CE Primary School
12. Cutnall Green CofE Primary School
13. Burlish Park Primary School
14. Heronswood Primary School
15. Unity Academy

Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:
www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:
www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk

About the Role

Job Title:	Wrap Around Club Assistant
Salary:	Scale one pt 3 £5,794
Contract Type:	10 hours a week, Monday – Friday 3pm – 5pm. Term time only.
Reporting To:	Wrap Lead and the School Office Manager
Start Date	June/ July 2026
About:	Our after-school wraparound club is very popular, and we are seeking a new team member to join our friendly and enthusiastic staff. The ideal candidate will have experience working with children and positive approach to teamwork. The role involves supporting the day-to-day running of the club, helping to deliver engaging, high-quality play activities, and supervising children to ensure their safety and wellbeing at all times. An understanding of food hygiene and preparation would be a bonus.

Job Description

Salary range: TA1 Pt 3 – 4

Contract: Permanent, 10 hours a week, term time only, Monday to Friday 3pm – 5pm.

Line of Responsibility: Responsible to the Wrap Lead and the School Office Manager

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 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 school's Safeguarding Policy.

- To undertake other duties and responsibilities of an equivalent nature as determind by the Headteacher/ Wrap Lead.

/continued over

Job Description / cont

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
    - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
    - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
    - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. 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
    - To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
    - To report to line manager, or other appropriate person, in the event of awareness of bad practice
- Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

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.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	• A good standard of education • Experience in working in a school setting or working with children • Reliable • Trustworthy • Good timekeeping	• Basic understanding of food hygiene • First aid trained
Skills and knowledge	• Ability to provide and facilitate an inclusive, safe and creative play incorporating play principles • Communicate well with a wide range of groups and individuals • Work as a team member • Use common sense • Work in line with the school's and club's policies and procedures.	• Knowledge of policies and procedures related to safeguarding, health and safety, security and confidentiality.

How to Apply

Application forms are available to download here: North Worcester Primary Academy - Vacancies

Please email completed application forms to northworcesterprimary@riverscofe.co.uk by 27th September 2026.

Interviews will be w/c 5th October 2026

We reserve the right to interview suitable candidates prior to the closing date and urge candidates to make early applications.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

The Rivers
C.of E. Academy Trust

Get in Touch

North Worcester Primary Academy

John Comyn Drive, Worcester WR3 7NS

T: 01905 953850

E: northworcesterprimary@riverscofe.co.uk

W: North Worcester Primary Academy - Home

The Rivers C of E Academy Trust

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

E: info@riverscofe.co.uk

W: www.riverscofe.co.uk/