



North Worcester
Primary Academy

Wrap Club Lead 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 360 pupils from age 3 years in our pre-school, up to Year 5. We are a new school and in our final year of our 'growth' phase, welcoming Year 6 in September 2025.


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."

A decorative graphic consisting of two overlapping wavy lines, one in a darker teal and one in a lighter teal, curving upwards from the bottom left towards the right side of the page.

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



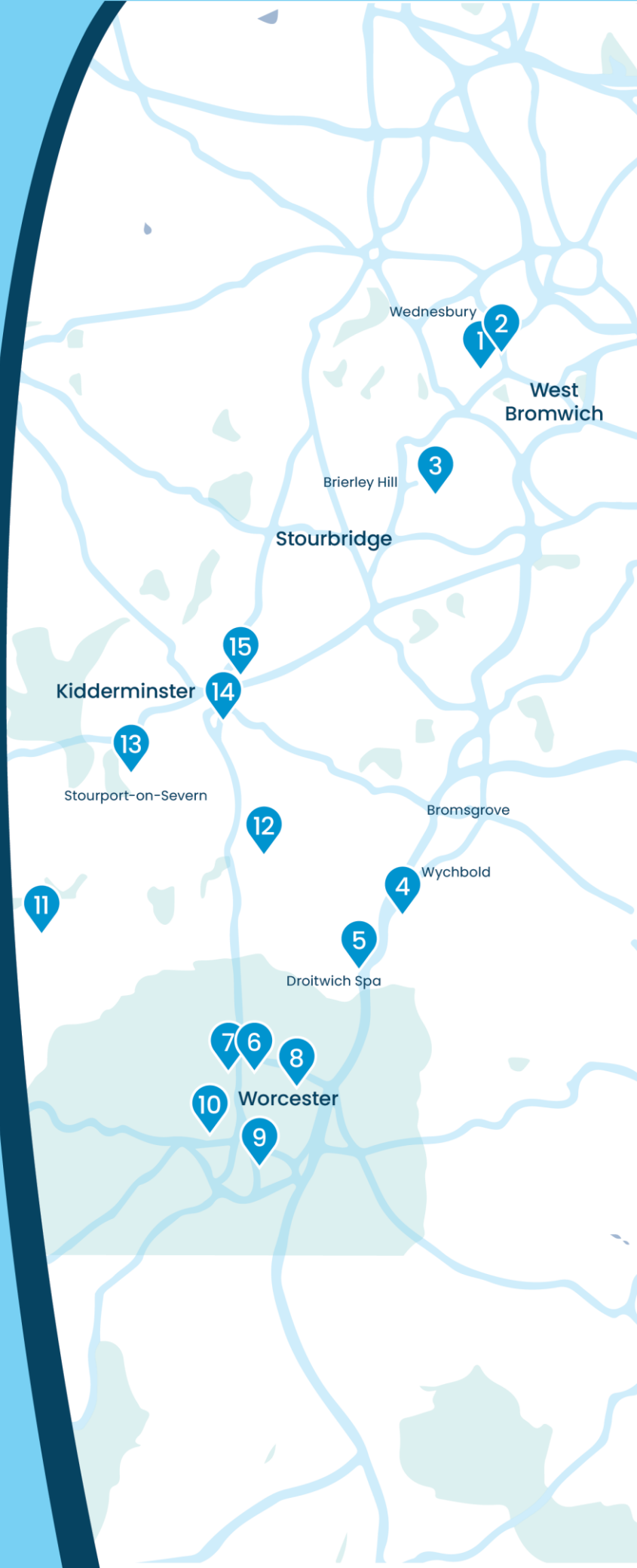
Respect



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 Club Lead
- Salary:** TA3 points 7-17. £18,861 – £22,660
- Contract Type:** Permanent, 30 hours a week, term time plus 5 TED days plus an additional 5 days.
- Reporting To:** The Headteacher
- Start Date** September 2025
- About:** This is an exciting opportunity for someone who can lead and inspire, bringing fresh ideas and energy to our very popular before and after school wraparound provision. We're looking for someone who can plan and deliver imaginative, engaging experiences for our pupils, helping to take our provision to the next level. As Wrap Care Lead, you will oversee the day-to-day running of the club, ensuring a safe, nurturing and stimulating environment for our children. Leading and supporting a team of staff, you will design and prepare fun and purposeful activities as well as ensure policies and procedures are followed by both staff and pupils. If you're passionate about delivering high-quality care, creating extraordinary experiences, and working with children from the ages of 3 – 11 years, we would love to hear from you.

Job Description

Key Purpose:

To lead and be responsible for the day to day organisation of North Worcester Primary Academy Wrap Club service before school and after school and during the school holidays. To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play for children between the ages of 3 – 11 years old in a safe and secure environment.

Main Activities & Responsibilities:

- To lead, develop and support a team of wrap staff. To lead in wrap sessions from 3pm – 6pm.
- To be responsible for planning, preparing and delivering a range of creative play activities in a safe and caring environment, suitable to the needs and interests of children age 3-11 years old.
- To manage the booking & payments system. To maintain a register of children attending wrap and their location within the school. To keep relevant records and ensuring that the agreed club procedures are implemented.
- To be the first point of contact with parents and carers. This will include taking and managing bookings, giving and responding to information about pupils' experience at wrap around care and using feedback from parents/carers to develop the service and care provided.
- To plan and oversee the preparation of nutritious snacks /small meals for children and to manage the ordering of food, ensuring food levels are always sufficient for both breakfast and after school club.
- To prepare for the arrival of children and tidy at the end of each session, ensuring that resources are well organised, audited and cleaned on a rotational basis.
- To ensure compliance in areas such as safeguarding, health & safety, GDPR and food regulatory inspection requirements in accordance with the school's policies and procedures.
- To administer basic first aid and keep records of accidents and incidents in line with the school's policies and procedures.
- To communicate and liaise with key stakeholders, including parents, senior leadership team, teachers and office staff.
- To manage the induction of any new wrap staff, to manage wrap staff rotas and arrange cover as needed.
- To ensure that adequate standards of safety and hygiene are maintained throughout wrap, including the completion of appropriate risk assessments.
- To be involved with the promotion and marketing of the club.

/cont over


Job Description

Generic Responsibilities:

- To ensure confidentiality is maintained at all times.
- To ensure high standards of professionalism at all times.
- Seek ongoing improvement within own area of responsibility and undertake any further training as identified in the school/Trust review procedures.
- Maintain a flexible and team working approach and perform such other duties as may be required.
- Perform any reasonable duties as requested by the Headteacher.
- To promote the values and vision of the Rivers C of E Academy Trust.

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.

A decorative wavy line in a lighter shade of blue, starting from the bottom left and curving upwards towards the right, ending at the bottom right corner of the page.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Experience in working in a school setting• Very well organised, excellent administrator• Experience of planning child-based activities• Ability to successfully liaise with the SENDCo and Senior Leadership Team to support effective communication and coordination of provision for pupils.• NVQ Level 3 or above	<ul style="list-style-type: none">• First Aid trained• Team Teach trained• Level 2 Food Hygiene Certificate and/or knowledge of Safer Food, Better Business management procedures.
Skills and knowledge	<ul style="list-style-type: none">• Ability to work independently• Ability to lead a team• Ability to use own initiative• Good understanding of safeguarding issues• Excellent practitioner	<ul style="list-style-type: none">• Safeguarding training undertaken• EYFS Experience

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 Thursday 4th September 2025, 12 noon.

Interviews will be on Tuesday 9th September 2025.

Please state your experience and strengths on the application form, including the subjects you have led or have expertise in.

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/