



## **Northleigh CE Primary School**

**Part of the Mercian Educational Trust**

### **After School Wraparound Assistant Level 2**

**11hrs (Fixed Term for 1 Year)**

**June 2026**

**Closing Date: Friday 26<sup>th</sup> June**  
**Start Date: 1<sup>st</sup> September**  
**Head of School: Michelle Everett**  
**Executive Head: Sturt Bill**  
**CEO: Mr Dafydd Lawday**



**Be Brave - Be Strong - Be Fearless**



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## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Wraparound Assistant at Northleigh CE Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking for a Wraparound Assistant to join our team who understands the importance of working in this way and is fully supportive of our vision and values. Someone who will demonstrate that they can offer our community commitment and skill to enhance the experiences and enable our ambitious learners to meet their full potential across the curriculum.

If you want to find out more about our school, you may choose to view our website [www.northleighceprimary.org](http://www.northleighceprimary.org) or our very active social media feeds. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Mr Stuart Bill

Executive Head

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## The Recruitment Process

**Closing Date: Friday 26<sup>th</sup> June at 9am.**

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at [NPSOffice@metacademies.org.uk](mailto:NPSOffice@metacademies.org.uk) or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Friday 26<sup>th</sup> June at 9am. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Wednesday 1<sup>st</sup> July.

Please contact our School office on 01684 574889 or via email at [NPSOffice@metacademies.org](mailto:NPSOffice@metacademies.org) for further details or if you have any questions.

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*



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## About Our School

Northleigh CE Primary School is a fully inclusive school who have high expectations and aspirations for all our pupils in order to enable them to flourish. Our school motto is: **Be Brave. Be Strong. Be Fearless. You are never alone.**

We aspire to this for our whole school community and through our curriculum we will enable our pupils to become intrinsically Brave, Strong and Fearless for life. We are looking for an individual who shares our vision for both themselves and the children in their care.

In their Northleigh journey pupils will engage in a wide range of experiences which will develop their curiosity; provide opportunities for challenge and risk and enable them to overcome adversity.

We will prepare our pupils for life and learning by embedding our Church values and sense of community spirit. Northleigh pupils will be independent thinkers with a strong understanding of self they will be able to demonstrate empathy, respect and tolerance for others.

### Our Overarching aims:

- Purposefully enhance our curriculum to promote active learning, enabling all groups of pupils to make accelerated progress.
- Foster and enable our whole school community to become positive change makers.
- Develop a culture where our school qualities of bravery, strength and fearlessness (curiosity) are

Northleigh CE Primary School is part of the Mercian Educational Trust (MET), which is a Multi Academy Trust based within Worcestershire. The majority of MET schools are in close proximity to Northleigh providing a strong support network and effective collaboration.



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# About Our School



Key Information about our school	
Type of school	Primary
Age Range	2-11 years
Location	Malvern
Trust	Mercian Educational Trust
Number of children	204
Number of classes	8
Average class size (primary)	26
Last Ofsted Inspection	March 2023 (Good)
% eligible for Pupil Premium Funding	15%
% of children with SEN	19%
% of children with EAL	9%



## Job Description

**Job Title: After School Wraparound Assistant (Fixed Term for 1 year)**

**Salary Scale Point: TA2**

**Hours: 11hrs Monday to Thursday 15:15-18:00**

### Job Purpose

- To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment
- To lead in the development of independent social skills
- To undertake duties such as preparing snacks, cleaning club room and toys, reporting any damages and tidying up etc
- To administer basic/paediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To take care for their own and other people's health and safety.
- To liaise with parents to enable the effective operation of the Club
- To report a child's problems/achievements to parents as necessary
- To complete registers of attendance/absence and other child records
- Maintaining stock and report to line manager where ordering is required
- To support the promotion of positive relationships with parents and outside agencies
- To ensure confidentiality is maintained where appropriate
- To follow and Health and Safety policies and procedures
- To follow safeguarding policies and procedures at all times

**This post requires the ability to perform a role that involves frequent contact with children**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

**You must be able to perform a role that involves constant contact with children**



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## Responsibilities – Wraparound Assistant

- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake Health and Safety duties commensurate with the post and / or as detailed in the School Health and Safety Policy.
- To contribute to the positive team atmosphere and public image of the school.
- To act professionally and with integrity at all times.
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment at all times
- To adhere to and maintain school routines and codes of conduct including confidentiality
- To support the aims and ethos of the school at all times
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities
- In all contacts the post holder will be required to present a good image of the Academy as well as maintaining constructive relationships.
- To carry out any other duty which is deemed reasonable by the Headteacher.

### Additional Information

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.

The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.

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 the School's Code of Conduct for Staff.



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# Person Specification

## Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

<b>Training and qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with or caring for children of relevant age	X	
Relevant Child Care qualification (or equivalent)		X
<b>Knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to relate well to children	X	
Ability to communicate effectively	X	
Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner	X	
Ability to understand and follow relevant procedures e.g. Health and Safety, Child Protection, School Behaviour Policy	X	
Ability to work in a team	X	
Ability to work under direction	X	
Ability to manage resources	X	
Good communication skills (oral and written)	X	
Good numeracy and literacy skills	X	
Flexible attitude to work	X	
Ability to keep records and undertake necessary administration	X	
An empathy with, and an understanding of children of primary age	X	



# Person Specification

## Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Equal Opportunities	Essential	Desirable
An understanding of and commitment to Equality of Opportunity for all	X	
Commitment with the aims and objectives of comprehensive & community education	X	
Values and disposition	Essential	Desirable
Confidential & discrete	x	
Calm and supportive manner	x	
Positive attitude	x	
Assertive and confident	x	
An effective team worker	x	
Excellent attendance and punctuality	x	
High stamina	x	
Reliable and trustworthy	x	
Flexible and adaptable	x	
Resilient	x	
Professional development	Essential	Desirable
Willingness to take part in all relevant training and a commitment to one's own professional development	X	
Experience of basic first aid or hold a qualification in first aid		X



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## Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children	X	
Ability to perform a role that requires engagement in regulated activity relevant to children.	X	

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**You must be able to perform a role that involves constant contact with children**



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## Benefits of Working with Mercian Educational Trust

### Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

### Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

### Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

### Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

### Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

### Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

### Free Car Parking

All employees have access to free car parking on or near the school premises.

### Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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