

**Job Title: School Support & Wraparound Care Assistant**

**Location: High Coniscliffe Primary School**

**Start Date: 20<sup>th</sup> April 2026**

**Contract Type: Fixed Term- Term Time Only**

**Salary: NJC Band 2 /SCP4 – £15,775.87 (Pro-Rata Wage)**

**Weekly Hours: 27.5 hours per week - 12pm–5.30pm**

**Working Weeks: 43.89**

Are you looking for the opportunity to be part of a highly inclusive, innovative school, within a rapidly growing multi-academy trust – Melrose Learning Trust? Do you have what it takes to be an inspirational practitioner and enhance our current high quality, dedicated team?

High Coniscliffe Church of England Primary School is well established within the local community, attracting pupils from the village and the surrounding areas. The school offers an inspiring curriculum and provides children with high achievement, confidence and strong moral values underpinned by a distinctly Christian ethos.

### **The Role**

We are looking for a caring, organised and enthusiastic individual to join our team as a School Support & Wraparound Care Assistant. This varied and rewarding role combines administrative support, assistance in classrooms, and direct work with children during our after-school wraparound provision.

**High Coniscliffe C of E Primary School is committed to the safeguarding of its' pupils and therefore the successful candidate will be subject to an Enhanced Disclosure.**

### **Overall Purpose**

**Your responsibilities will include:**

- supervising children and facilitating engaging activities in our wraparound care
- helping with after school club registration, handovers and the club's booking system
- preparing snacks and promoting a safe, nurturing environment
- providing practical support in the school kitchen and dining area at lunchtime, including clearing trays and basic cleaning tasks
- welcoming visitors and responding to phone calls
- supporting with routine administrative and organisational tasks
- assisting teaching staff by working with individuals or small groups
- preparing and organising classroom and school resources

**We are looking for someone who:**

- enjoys working with children and supporting their wellbeing
- is calm, friendly, flexible and professional
- can communicate effectively with staff, pupils and families

- is reliable, organised and able to follow school procedures
- is committed to safeguarding and promoting the welfare of children

Experience in a school or childcare setting is desirable, but full training will be provided for the right candidate.

### **Closing Date**

**Applications must be received by** Thursday 12<sup>th</sup> February 2026 @12pm

**Shortlisting will take place on:** Thursday 12<sup>th</sup> February 2026

**Interviews will take place on:** Wednesday 18<sup>th</sup> February 2026

### **How to Apply**

For further information, application packs or if you would like to arrange a visit to the school, please contact us on 01325 374412.

Applications should be returned to [office@highconiscliffe.org.uk](mailto:office@highconiscliffe.org.uk) or via post to High Coniscliffe CE Primary School, Ulnaby Lane, High Coniscliffe, Darlington DL2 2LL

**The school 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 applicant will be required to undertake an enhanced Disclosure & Barring Service check.**

## **PERSON SPECIFICATION**

### **School Support & Wraparound Care Assistant**

**SCP 4 | 27.5 hours per week | 12pm–5.30pm | Term Time Only**

#### **Essential Criteria**

##### **Experience**

- Experience working with children in a school, childcare, or similar setting.
- Experience supporting play, welfare, or learning activities.
- Experience in roles involving direct communication with parents, carers, or members of the public.

##### **Skills & Knowledge**

- Strong communication skills with children, staff, parents and visitors.
- Ability to provide a welcoming, professional first point of contact for callers and visitors.
- Understanding of safeguarding and child protection (training provided).
- Ability to work with individuals or groups of pupils under the direction of teaching staff.
- Ability to carry out routine administrative tasks accurately and efficiently.
- Ability to follow basic food hygiene and health and safety procedures (training provided).
- Basic IT skills (email, simple data entry, checking and updating bookings).
- Ability to follow instructions and school procedures consistently.
- Ability to stay calm, organised and positive in a busy environment.

##### **Personal Qualities**

- Warm, caring and approachable manner.
- Professionalism, reliability and excellent punctuality.
- Ability to maintain confidentiality at all times.
- Flexible and willing to support wider school operations as needed.
- Ability to work independently and as part of a team.
- Positive, proactive attitude with a willingness to contribute to a nurturing environment.
- Ability to uphold and support School's Christian ethos and values

##### **Desirable Criteria**

- First Aid or Paediatric First Aid qualification (or willingness to undertake training).
- Experience using booking or administrative systems.
- Experience working in a primary school setting.
- Understanding of positive behaviour management strategies for primary-aged children.
- Hobbies or interests that can be shared to enhance the children's extra-curricular offer.

	Essential	Desirable	Evidence
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children in a school, childcare, or similar setting.</li> <li>• Experience supporting play, welfare, or learning activities.</li> <li>• Experience in roles involving direct communication with parents, carers, or members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a primary school setting.</li> </ul>	Application/ interview/ tasks/ reference
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong communication skills with children, staff, parents and visitors.</li> <li>• Ability to provide a welcoming, professional first point of contact for callers and visitors.</li> <li>• Understanding of safeguarding and child protection (training provided).</li> <li>• Ability to work with individuals or groups of pupils under the direction of teaching staff.</li> <li>• Ability to carry out routine administrative tasks accurately and efficiently.</li> <li>• Basic IT skills (email, simple data entry, checking and updating bookings).</li> <li>• Ability to follow basic food hygiene and health and safety procedures (training provided).</li> <li>• Ability to follow instructions and school procedures consistently.</li> <li>• Ability to stay calm, organised and positive in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using booking or administrative systems.</li> <li>• Understanding of positive behaviour management strategies for primary-aged children.</li> <li>• First Aid or Paediatric First Aid qualification (or willingness to undertake training).</li> <li>• Food Hygiene Certificate (or willingness to undertake training).</li> </ul>	Application/ interview/ tasks/ reference
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Warm, caring and approachable manner.</li> <li>• Professionalism, reliability and excellent punctuality.</li> <li>• Ability to maintain confidentiality at all times.</li> <li>• Flexible and willing to support wider school operations as needed.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Positive, proactive attitude with a willingness to contribute to a nurturing environment.</li> <li>• Ability to uphold and support School's Christian ethos and values.</li> </ul>	<ul style="list-style-type: none"> <li>• Hobbies or interests that can be shared to enhance the children's extra-curricular offer.</li> </ul>	Application/ interview/ tasks/ reference