



The Rivers
C.of E. Academy Trust

Summerhill's Little Treasures



Summerhill's
Little Treasures

Application Pack
Wrap Assistant



The Rivers
C.of E. Academy Trust



We are delighted to advertise the role of Wrap Assistant at **Summerhill's Little Treasures**.

Salary: Scale 1, Point 2 £23,657 FTE per annum. Actual salary: £6,422 per annum.

Contract: 12 hours a week. Mon, Wed, Thurs, Fri 3pm-6pm. Permanent. Term time only.

Start Date: ASAP

Closing Date: 9am Wednesday 26th February 2025

Interview Date: Wednesday 5th March 2025

Summerhill's Little Treasures has an exciting opportunity to recruit an experienced, committed and enthusiastic Wrap Assistant to join our team. Our setting is a lively, exciting place of learning. We work hard to raise our children's aspirations and also value the individual achievements of each child. We are passionate about raising standards and improving the life chances of our children. We can offer well motivated, engaging children, and a very supportive staff. We are part of the highly successful Rivers C of E Academy Trust.

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.

We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school, and Trust.

The application documents are available on the Little Treasures website and can be returned to us via the HR email address (hr-spa@riverscofe.co.uk). Shortlisting will take place by Wednesday 26th February. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282.

We look forward to hearing from you.

Yours sincerely,

Mrs Lloyd-Davies & Mrs Rich
Co-Headteachers

Summerhill's Little Treasures Job Description



Job title: Wrap Assistant

Salary Range: Scale 1, Point 2 £23,657 FTE per annum. Actual salary: £6,422 per annum.

Contract: 12 hours a week. Mon, Wed, Thurs, Fri 3pm-6pm. Permanent. Term time only.

Line of Responsibility: Responsible to Childcare Manager/Headteacher

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of school's **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.

Main Activities:

- To plan and implement 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 maintain the Club to an agreed standard of cleanliness and hygiene and to advise the Childcare Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
- To ensure high levels of food hygiene are maintained at all times in accordance with Safer Food Better Business guidance document.
- To serve food prepared by the school's external caterers.
- To ensure that all relevant records are maintained and attend staff meetings and training sessions as required.
- To ensure 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 Childcare manager/ Headteacher.
- 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.

Principal Contacts:

- Pupils, parents, visitors, teachers, other school support staff.
- 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.

Summerhill's Little Treasures Person Specification



Criteria	Essential	Desirable
Qualifications and experience	<p>A good standard of general education</p> <p>Experience of working with children</p> <p>Reliable</p> <p>Trustworthy</p> <p>Good</p> <p>timekeeping</p>	<p>Basic understanding of food hygiene</p> <p>First Aid Trained</p> <p>Appropriate level 2 or above qualification</p>
Skills and knowledge	<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



As part of the Rivers C of E Trust, the heart of all we do is our school ethos –Love, Learn, Live. At the core of this ethos is a belief in nurturing and ensuring the positive wellbeing of all our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

Sharing
Trust
Achievement
Respect
Safety

We are proud to be leaders of this 4-form entry primary school and independent nursery which caters for pupils from 3 months old to 11 years old. Within each class the children work in both ability and mixed-ability groups ensuring all children are supported and challenged at a level which is appropriate for their ability. We are dedicated to preparing our children to be active citizens, in an ever-changing world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

Thank you for your interest in Summerhill's Little Treasures. If you would like to find out more or to arrange a tour, please get in touch using the contact details.

Mrs Lloyd-Davies and Mrs Rich
Co-Headteachers

The Rivers Multi Academy Trust

When you join Summerhill's Little Treasures you become part of The Rivers CofE Academy Trust family, a group of 16 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.

We offer flexible working opportunities

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Tipton,
West Midlands
DY4 9PF

Summerhill's Little Treasures

Tel: 0121 520 2648

Email: Little.Treasures@riverscofe.co.uk

Website : Summerhill's Little Treasures

