



Job Title	Wraparound Assistant
Salary Details	Bucks Pay Range 2, ISN 11-15 depending on experience (current FTE £ £24,879 to £26,961) - £14.58 to £15.80 per hour (when on holiday allowance included).
Contract Type	Permanent
Working Hours	Term time only. 3.00pm to 6.00pm, Monday and Thursday (6 hours per week). Extra shifts likely to be available as overtime.
Role Start Date	January 2025
Closing Date	Midday, Friday 3 rd January, 2025
Interviews:	Wednesday 8 th January, depending on availability.

Applications will be considered upon receipt. If you are interested in joining our school, you are encouraged to apply as early as possible as the closing date may be brought forward without prior notice if a suitable candidate is found.

Overall Summary

Thank you for considering applying for our vacancy for our Wraparound Assistant. We are looking for a kind and creative person who loves working with children and can support their individual needs. The successful candidate must have a buoyant personality, be energetic with a fun outlook, flexible and can quickly adapt to change, and compassionate and empathetic to the needs of the children in their care. Our wraparound childcare is vital for many of our families and as part of the wraparound staff team you must ensure this provision meets our high expectations.

The successful candidate will be responsible for:

- Running a range of activities; including sports, arts and crafts, and games
- Preparing resources for the children to use and ensuring there is variation in the activities available
- Being supportive and nurturing, whilst recognising that children need an opportunity to relax at the end of the school day but still ensuring the school's high expectations of behaviour are implemented.
- Serving tea-time snacks to the children
- Ensuring safeguarding procedures are met when parents collect their children
- Looking after the resources and equipment available, including cleaning, storing and monitoring the overall condition
- Administering first-aid as required

We want to hear from you if you:

- Love working with all children and confident enough to support individual needs
- Are nurturing but firm so as to create warm and safe environment which is a continuation of our school expectations
- Are reliable, well organised and a good time keeper
- Are flexible and adaptive – no two days are the same

Our team works together closely to create an amazing learning experience for our pupils which nurtures all children to be the best they can. We look forward to welcoming you to our school for a visit.

About the school

We are a vibrant, successful and friendly primary school for children between 4 – 11 years with 260 pupils on roll. Located in the village of Great Brickhill, we are 5 miles from Milton Keynes, and 4 miles from Leighton Buzzard so we have good accessibility. Our children are a delight to teach and we are determined for them to flourish academically and socially, no matter what their starting points.

As a Church School, we firmly believe that every child has the ability to 'let their light shine' and make a difference to the world. Our focus is on providing deep and rich learning experiences that provides them with the knowledge and skills to succeed in life, yet also prepares them morally and spiritually so that they can live life in all its fullness and make a contribution to their local, national and global community as citizens of the modern world. Every child matters to us and we celebrate diversity, uniqueness and challenge stereotypes in order to be 'Good Samaritans', helping others, no matter what.

Our school is committed to the wellbeing and development of its staff. Our Headteacher and Senior Leadership Team are highly motivated and fully supportive of all of our staff members; our pupils are hardworking pupils who respond well to staff who take the time to understand them. We have effective CPD from local and national sources and we firmly believe in giving all staff the time and support needed to develop their craft through a mix of peer support and networking as well as specialist led CPD and school improvement.

Join us, and we can offer you:

- The chance to join a supportive and friendly team, who are passionate about the school community and creating a community where learning and school life is engaging and exciting.
- The opportunity to work within an organisation who have a robust personal development programme and are committed to the professional development of every individual.
- Membership of local government pension scheme
- Investment in staff wellbeing
- Access to Employee Assistance Programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Cycle to work scheme

If you feel you have the skills and experience to join the team at High Ash, we would be delighted to hear from you. We welcome visits to the school, come and experience our friendly and engaging atmosphere to get a taste of how rewarding your work will be.

High Ash CE School is committed to safeguarding children and promoting the welfare of children. An enhanced DBS and qualifications check will be carried out upon appointment of the successful candidate. More information, including our Safeguarding statement and Child Protection policy, can be found on our website www.highashschool.co.uk

Other Information

Visits to the school are warmly welcomed. To arrange a visit or if you have any questions / queries and wish to find out more about the role, please contact our school office, Tel 01525 261620, Email: businessmanager@highashschool.co.uk

Please read the job description and person specification. If you feel you meet the requirements, please complete the application form and submit it to the school by email or by post to the addresses below.

Closing date is Midday, Friday 3rd January, 2025

Available documents

- Application form
- Person specification
- Job description

School Address: High Ash C.E. Primary School, Pound Hill, Great Brickhill, Buckinghamshire, MK17 9AS
Office Tel: 01525 261620, Email: businessmanager@highashschool.co.uk
www.highashschool.co.uk