



St Felix Roman Catholic Primary School
School Lane, Haverhill, Suffolk CB9 9DE

'Followers of Jesus Learning Together'
Executive Headteacher: Mrs. Clare Clark
Head of School: Mrs. Andi Dodds



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WrapAround Leader - required September 2021
Applications Close – Thursday 22nd April 12 noon

St Felix RC Primary is looking to recruit a new team member for our happy inclusive school.

Hours: 7.30am-8.45am and 3.15pm-5.15pm Monday to Friday during term time (38 weeks a year)

Support staff salary scale point 15 – annual salary for this point is £23,541. Actual salary for this position would be £8,700

We are looking to recruit an assistant for our before and after school wraparound provision from September 2021.

You will need:

- a recognised Level 3 or above childcare qualification (or equivalent eg A levels)
- a minimum of 2 years' experience in a supervisory role
- a sound understanding of child development and of children's needs
- the ability to work as part of a team and on own initiative as appropriate
- the ability to lead and manage staff to deliver high standards and results
- an interest in creative play for children would be an advantage
- an ability to communicate and liaise effectively with a wide range of people; both professional and members of the local community
- an excellent record of reliability, attendance and punctuality
- an understanding of the importance of safeguarding
- to be supportive of the Catholic ethos of the school

Duties would include:

- setting up and clearing away activities for the wraparound session
- caring for pupils including engaging in play, providing a snack, pupil welfare
- liaising with parents
- help to plan and provide activities for different needs
- providing intimate care
- managing stock levels for snacks

If you are interested, you will be required to complete a written application form and references will be taken up

Further details are available from Mrs. S. Shackell, Business Manager, at the school, School Lane, Haverhill, Suffolk CB9 9DE. Tel: 01440 703775 Email: admin@St-felixrc.suffolk.sch.uk

St. Felix RC Primary School, part of the Our Lady of Walsingham Multi Academy Trust registered in England and Wales Number 08444133
Registered Address: St. Louis Catholic Academy, Fordham Road, Newmarket, Suffolk, CB8 7AA

