



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

**WrapAround Assistant - required September 2021**  
**Applications Close – Thursday 22<sup>nd</sup> 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 5 – annual salary for this point is £19,312. Actual salary for this position would be £7,140

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

You will need:

- a recognised Level 2 or above childcare qualification (or equivalent e.g 5 GCSEs grades A-C) including Maths and English
- experience of providing activities for mixed age/ability groups
- 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
- to be reliable and enthusiastic
- an excellent record of attendance and punctuality
- an understanding of 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
- managing pupil behaviour
- liaising with parents
- help to plan and provide activities for different needs
- providing intimate care

**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](mailto: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

