



# Application Pack

## Witley Wrap Play Assistant

An extraordinary education for every pupil



**The Rivers**  
C.of E. Academy Trust

# Welcome

A message from our Headteacher Mrs. Kate Ramsey:

Great Witley CE Primary School is an exciting and dynamic place to be. We aim to inspire our children with our curriculum which is designed to motivate and engage the children in their learning. We want all our children to be lifelong learners with high aspirations for their futures.

Our school is committed to serving the needs of our families and the wider local community. Our staff are talented, caring and dedicated who strive to ensure the best possible outcomes for all our learners. As the Headteacher, I am extremely proud to lead a talented team that are hard-working and committed to achieving high standards; whilst providing a caring and nurturing environment.

As our most recent Ofsted (May 2024) stated " Great Witley CE Primary School is a delightful place to be." We provide a challenging and stimulating place to learn, where every child has something to offer, and we have something to offer every child.

To arrange a school visit please contact the School Office on 01299 896246

## Overview

Great Witley is a one form entry Church of England Primary School located on the outskirts of Worcester in the village of Great Witley. Established in 1844 , the school joined The Rivers CofE Academy Trust in 2016 . Currently over subscribed for September 2025 we have 186 pupils from age 4-11 on roll and 30+ staff.

### Ethos

Through an extraordinary education, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests, enable pupils to flourish and be extraordinary people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their extraordinary futures in an ever-changing world.

### Vision

Let your light shine and be extraordinary

**"Let Your Light so shine, that they may see your good works, and glorify your Father which is in heaven". *Matthew Ch5 v 16***

# About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

## Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

## Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



**Respect**



**Safety**

# Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



# Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

## Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

[www.educationmutual.co.uk/service/healthcare-and-wellbeing/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

[www.lgpsmember.org/](http://www.lgpsmember.org/)

## Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



# About the Role

**Job Title:** Witley Wrap Assistant

**Salary:** TA1 £9691.80 TA3 £2580 starting salary

**Contract Type:** 17.5 hrs Split between Level 1 & Level 3 Split to be discussed at interview. Full year permanent contract

**Reporting To:** Office Manager / Witley Wrap Lead

**Location:** Great Witley CE Primary School

**About:** We have an exciting opportunity to join our Witley wrap Team which is our after-school Provision. We are looking for a member to join the team on a Permanent basis. Great Witley CE Primary school is part of The Rivers CofE Academy family of schools.

We are looking for an enthusiastic, experienced, individual who is looking for an exciting new opportunity and who has a passion for working with children, To deliver fun and creative after school activities to enhance our provision.

# Job Description

## **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.

## **Main Activities:**

To support the Wrap Lead in the direct planning and implementation of the daily activities of the club to ensure the children's needs are met and when required, supervise the safe escorting of children to always ensure their wellbeing.

To work with staff to maintain the Club to an agreed standard of cleanliness and hygiene and to advise the Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality, as necessary.

To work with the Wrap Lead to ensure high levels of food hygiene are always maintained in accordance with Safer Food Better Business guidance document.

To support the Wrap Lead in ensuring that all relevant records are maintained and attend staff meetings and training sessions as required.

To support the Wrap Lead in ensuring 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 Wrap Lead.

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.

# Person Specifications

Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification</li> <li>• GCSE math's &amp; English grade C or 4 and above</li> <li>• A good standard of general education</li> <li>• Experience of working with children in a school or nursery setting</li> <li>• Reliable</li> <li>Trustworthy</li> <li>• Good timekeeping</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Understanding of food hygiene               <ul style="list-style-type: none"> <li>• First aid qualification</li> </ul> </li> <li>• Early Years Level 3 Qualification</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to provide and facilitate an inclusive, safe and creative play incorporating the play principles</li> <li>• Communicate well with a wide range of groups and individuals</li> <li>• Work as a team member Use common sense</li> <li>• Work in line with all the club's policies and Procedures</li> <li>• Ability to work with own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to child safeguarding, health, safety, security, confidentiality</li> <li>• Off site visit trained</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for learning and working with children</li> <li>• Growth mindset and resilience</li> <li>• Positive attitude towards learning and developing</li> <li>• Caring, friendly and approachable</li> <li>• Open, welcome and welcoming</li> <li>• Able to always maintain confidentiality</li> <li>• Be Punctual and reliable</li> </ul>	

# How to Apply

Application forms are available to download here: [Vacancies | Great Witley CE Primary School](#)

Please email completed application forms to Kelly Fletcher @ [kfletcher2@riverscofe.co.uk](mailto:kfletcher2@riverscofe.co.uk)

Closing date : Friday 1<sup>st</sup> May 2026

Interview Date: Week commencing 5<sup>th</sup> May 2026

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

**Great Witley CE Primary School**

**Worcester Road**

**Great Witley**

**WR6 6HR**

T: 01299896246

E: [gwoffice@riverscofe.co.uk](mailto:gwoffice@riverscofe.co.uk)

[Home](#) | [Great Witley CE Primary School](#)

**The Rivers C of E Academy Trust**

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

E: [info@riverscofe.co.uk](mailto:info@riverscofe.co.uk)