



Contact Us

A full application pack is available from our website: www.emmausmac.com.

All completed applications to be sent to be emailed to akopiec@emmausmac.com

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs A Kopiec on 0121 429 4609

EMMAUS
CATHOLIC MAC
Our journey with Christ



THE ARCHDIOCESE of BIRMINGHAM

We are recruiting for a Wraparound Assistant for our Breakfast & After School Club

Monday - Friday 20 hours a week term time only plus 1 week

Breakfast Club 7.30 am -8.45 am - After school Club 3.15 pm -6 pm

Salary Range: Grade 1(SCP 2) £12368- £12647 per Annum

The Local Governing Body at St Gregory's Catholic Primary School is seeking to appoint a dedicated Wraparound assistant to join our primary school team! To support in the provision of high-quality experiences within the after-school setting, supervising a range of play activities that promote fun, creativity, and physical development in a safe and enjoyable environment. The role involves working with children aged 3-11 and assisting in the smooth running of the school's wraparound provision we'd love to hear from you!

The successful candidate will:

- Assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities, services and facilities designed to meet individual needs, including consultation with children.
- Administer first aid as appropriate.
- Work within appropriate childcare legislation.
- Support the safeguarding of pupils and to know and work within the Safeguarding practices within the school.
- Provide full care for the children of nursery/school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or carers.
- Assist in the preparation of nutritious and well-balanced snacks.
- Maintain close liaison with the Wraparound Administrator, parents, school and other agencies in matters relating to the children.
- Ensure the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the club's opening hours and for hand over to the school.
- Provide general care and welfare for the children, including physical care and attention to personal needs.

St. Gregory's Catholic Primary School can offer:

- A warm, welcoming, and friendly environment with a supportive team.
- Support, mentoring and CPD within school and across all other schools in Emmaus Catholic Multi Academy Company.
- A committed and supportive SLT, staff and Governing Body.
- A chance to work with happy children who are resilient and eager to learn.

Closing Date Monday 8th September 12 noon (depending on volume of applicants, we may bring forward the application closing date. Therefore, we encourage applications to be submitted as soon as possible) Interviews: Wednesday 18th September.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to interview.

