

Activity Worker JOB DESCRIPTION

Location:	Wickham Market Primary School
Grade:	SCP 2-4
Hours:	2.5 hrs per week – 38 weeks per year
Contract Status:	Fixed term in the first instance until 31 st August 2027
Reports to:	Head of School / Assistant Head of School

Main purpose of the role

To provide high-quality care, supervision, and engaging activities for children attending the school's wraparound provision before and/or after the school day. The postholder will ensure children are safe, happy, and involved in stimulating activities that support their social, emotional, and physical development.

Key responsibilities and duties:

Childcare and Supervision

- Provide a safe, caring, and inclusive environment for all children.
- Supervise children during wraparound sessions, ensuring their welfare at all times.
- Support children in developing positive relationships, confidence, and independence.
- Follow safeguarding and child protection procedures, reporting concerns promptly.

Activity Planning and Delivery

- Assist in planning and delivering a variety of age-appropriate activities, including sports, games, arts and crafts, reading, and outdoor play.
- Encourage participation and ensure activities are enjoyable and inclusive.
- Adapt activities to meet the needs and interests of individual children.

Health, Safety and Welfare

- Maintain high standards of health and safety within the setting.
- Conduct risk assessments as directed and report any hazards.
- Administer first aid when qualified and required.
- Ensure children are signed in and out according to procedures.

Behaviour and Inclusion

- Promote positive behaviour and follow the school's behaviour policy.
- Support children with additional needs where required.
- Encourage respect, kindness, and teamwork among children.

Communication

- Build positive relationships with parents, carers, and school staff.
- Share relevant information with the Head Teacher / Lead Activity Worker and teaching staff as appropriate.

- Maintain accurate records relating to attendance, accidents, incidents, and safeguarding concerns.

General Duties

- Assist with setting up and tidying away equipment and activity areas.
- Support the preparation and serving of snacks in line with food hygiene requirements.
- Attend relevant training and staff meetings.

About the school/Trust

Wickham Market Primary School is a thriving rural primary school set in a beautiful 7-acre site, welcoming approximately 160 pupils, including a Nursery class. We pride ourselves on consistently high attendance rates, above the national average, reflecting our commitment to creating a supportive and engaging learning environment. Our school community is vibrant and inclusive, offering excellent facilities including an on-site woodland area that enriches our pupils' educational experience.

The duties listed in the job description are not intended to be an exhaustive list but are the general guidelines to the post, and other duties relevant may be undertaken by the post holder. Tasks are not excluded from the post simply because they are not itemised. We require all staff to be flexible in their approach in supporting the Trust and its schools. All duties undertaken must be carried out in accordance with relevant Trust / school policies and procedures, within legislation, and with full regard for the needs of our school communities.

Person SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications	GCSE Level 4/Grade C or above in English and Mathematics /NVQ level 2 in supporting teaching and learning or equivalent.	Willingness to work towards Level 3.
Specialist knowledge skills and experience	Experience of working with Children and Young People. Experience of organising activities for groups of children. Effective communication skills with pupils, staff and parents/carers and other outside agencies. Knowledge of guidance and requirements around safeguarding children. Good written and verbal communication skills.	Experience working in a school environment or other educational setting. Some experience of emotionally demanding or challenging behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management may be beneficial. Good ICT skills (Microsoft packages).
Values and personal qualities	Is patient, nurturing and enthusiastic. Ability to remain calm in stressful situations. Commitment to maintaining confidentiality at all times. Committed to equality, diversity and inclusion.	Desire to undertake further CPD.
Additional requirements	A full, clean UK driving licence is required (will only be applicable if the individual needs to regularly travel between sites or if is required to drive a school vehicle). Full background checks in line with Keeping Children Safe in Education are required for this role, including enhanced DBS, Barred List and references for the last 5 years.	

East Anglian Schools Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.