



# Crosshall Infant School

## Wraparound Care Assistant

### Recruitment Pack



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## Welcome from Head Teacher, **Rebecca Sawford**

On behalf of the staff and governors I want to extend a warm welcome to you and your child as you begin your journey with us at Crosshall Infant School Academy Trust.

At Crosshall Infant School Academy Trust, we believe in creating a safe, inclusive and nurturing environment where every child can thrive.

Our dedicated and experienced staff are committed to providing a high-quality education that supports the academic, social and emotional development of each child. Our staff team share a common vision and a commitment to ensure that all of our pupils are exposed to a knowledge rich curriculum, full of exciting first-hand learning experiences, which will prepare them for the world in which they are growing up in.

We invite you to visit us and experience our warm and welcoming atmosphere firsthand. Our staff, students and families are looking forward to getting to know you and working together to create a bright and promising future for all our learners.

Once again, welcome to Crosshall Infant School Academy Trust. We are excited to have you with us and can't wait to see all the amazing things your child will achieve with us on their learning journey!



Mrs Rebecca Sawford

Headteacher



## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 35 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles



of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all



## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 35 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support



- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits – Meridian Trust](#)

## How to apply

To apply please complete the online form on [MyNewTerm](#). Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date: 16/02/2026**

**Interviews: 26/02/2026**

### Applying:

For any questions about the application process please contact: Kyla Murray, HR Officer at [kmurray@meridiantrust.co.uk](mailto:kmurray@meridiantrust.co.uk)

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title:	Wrap-around Care Assistant
JD Reference:	STD WAC 02
School/Academy:	Crosshall Infant School
Weeks:	39 Weeks
Hours of work:	17.5
Salary:	Grade 4
Responsible to:	Wrap-around Care Supervisor

Role:	Support the Supervisor with the overall running of the club ensuring the safety and well-being of all children that attend.
Purpose of job:	To provide safe, high-quality education and care for children attending the provision outside of school hours fulfilling legal and statutory requirements. Supervise, lead and assist children in activities and care.

### **Responsibilities and Accountabilities:**

- Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies and procedures, taking into account children's individual needs
- Support the Supervisor in providing a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met
- Support children to develop independence in all aspects of the Wraparound Care Club
- Encourage children to self select during snack/tea time and ensure water is accessible at all times for all ages and be aware of healthy food choices initiatives
- Take responsibility with other staff members for following the Wraparound Care Club's registration and departure procedures
- Assist with the setting out and clearing up of club equipment and activities
- Monitor equipment to ensure it is safe for use
- Maintain a clean environment in relation to health and safety requirements
- Support the Supervisor to organise resources for the Wraparound Care Club and consider any further resource needs and their effective placement
- Abide by and implement all club policies and procedures, the implementation of playwork principles and general childcare requirements
- Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff

- Liaise with the Supervisor and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded
- Build effective relationships with parents/carers as an additional point of education information
- Keep appropriate, accurate and efficient records as requested by the Supervisor to support children's play and well-being
- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation
- Participate in the supervision and appraisal system of own performance

**Support for School/Academy/Place of work:**

- Participate in and attend meetings which relate to the Wraparound Care Club's management, administration or organisation including open days or evenings as required
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.

**Data security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

**Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Physically able to undertake manual work and to perform tasks set out in this job description.
- Contribute to the maintenance of a safe and healthy environment.

**Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.

- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

**Child Protection and Safeguarding**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: April 2022**

**Person Specification – Wrap Around Care  
Assistant**

Assessment Key:  
A = Application Form  
I = Interview

<b>Education and Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	NVQ2/L2 in childcare or equivalent qualification		✓	A
3	Evidence of continuing personal and professional development.	✓		A
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
4	Previous experience of working within a Early Years childcare setting	✓		A/I
5	Knowledge of procedures related to the safeguarding of children's welfare		✓	A/I
6	Experience of effective communications with parents or carers		✓	A/I
7	Experience of working within the educational system.		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
8	Working knowledge of a range of software packages.	✓		A/I
9	Understanding of the education system		✓	I
10	Understanding of the education system		✓	I
11	Awareness of child protection issues.	✓		I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
12	Skilled at making and sustaining positive relationships with children	✓		I
13	Ability to use language and other communication skills that parents, and pupils and staff members can understand and relate to	✓		I
14	First aid certificate		✓	A
15	High level of personal organisation skills.	✓		I
16	Knowledge of the concept of confidentiality and to maintain throughout the role	✓		I

17	Ability to contribute to team meetings and contribute ideas	✓		!
	<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
18	Willingness to undergo further training and development	✓		!
19	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
20	Willingness to undergo further training and development.	✓		!
21	Positive and enthusiastic approach towards work.	✓		!
22	Ability to act on own initiative.	✓		!
23	Professional approach when dealing with all issues and staff.	✓		!
24	Ability to work as part of a team effectively.	✓		!
	<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
25	Support the Academy policies on safeguarding and child protection.	✓		A/I
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
26	Flexibility of working hours	✓		A/I