Person Specification
Activities Worker

Job Title: Activity Worker (Breakfast Club and After School Club)

Place: Ickworth Park Primary School

Salary: Grade 2 Point 3 **– £13.28 per hour (**£24,796 FTE pro rata)

Responsible to: Headteacher

Term of Contract: Permanent

Hours: 5 hours and 20 minutes per week: Monday 3.20-6pm and Tuesday 3.20-6pm

Start Date: Monday 11th January 2027

Purpose of Job: To organise and supervise the Wraparound Care Club, and to ensure the safe and appropriate supervision of pupils during these periods.

Liaison with: Headteacher

Responsibilities of the post:

Supporting pupils

- To keep a register of children attending.
- To plan and prepare appropriate play-based activities to be agreed with the Headteacher.
- To plan and prepare healthy food to be eaten during the club.
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed.
- To be responsible for children during outdoor activities.
- Ensure a First Aid Box is taken outside during outdoor activities.
- Complete an accident form as necessary, making sure that school are informed of any incident.
- Deal with any anti-social behaviour promptly in accordance with school's procedure and ensure that the Headteacher and appropriate parents are informed.

Supporting the school

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.

Personal Specification for Activity Woker

You will need to:

- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school.
- Really care about children, particularly those with learning barriers.

You must be able to:

- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
- Motivate pupils to be sociable.
- Maintain accurate records of the pupils.
- Use IT and software systems to a reasonable level of skill in order to log matters including (but not limited to) safeguarding incidents.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary.
- Attend training courses considered appropriate for the post.

Additional Information

We reserve the right to close the advertisement early if we receive a high volume of suitable applicants. Please ensure you submit an application at your earliest convenience.

Closing date: 12 noon on Sunday 06th December 2026.
Interviews are scheduled for the week commencing Monday 07th December 2026.

Ickworth Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, satisfactory references and all necessary safer recruitment checks.