

A large, light-colored graphic of a hand with fingers spread, positioned in the upper left quadrant of the page, partially overlapping the header and the main title area.

## **Wednesday Support Assistant (Maes y Nant, Marchwiel) Job Description - October 2025**

Wednesday support assistants (WSA) are appointed to assist with the overall smooth running of the changeover day at the Maes y Nant activity centre, Cross Lanes, Near Wrexham.

### **Working Wednesdays, generally in school term time, 36 weeks a year,**

Wednesday contracts will involve working 36 Wednesdays throughout the year, generally in school term time, with 16 weeks off. Shifts could be anytime between 7.30am and 10.30pm. It will often be possible to agree a regular shift to be fulfilled, for each person appointed.

### **Responsibilities held by Wednesday Support Assistants.**

The responsibilities could include, but are not restricted to, the following and may be dependent on experience, qualification and training.

- To assist with wake ups, working as part of a team to get the children up and ready for a day of activities and typically starts at 7:30am, working through to around 4pm.
- To assist with beds, working as part of a team, helping to get groups of children ready and settled in bed at the end of a day's activities, typically finishing at around 10.30pm.
- To assist with catering and meal covers. This could involve assisting with breakfast cover starting at 6:30am or evening meal cover, finishing at around 8pm.
- To assist with cleaning around the centre, maintaining high standards of presentation throughout every aspect of the centre.
- Providing support for groups of children between sessions. This may include helping with harnesses and helmet fitting, provision of waterproofs and other Robinwood equipment, or other supervisory tasks such as leading games different.
- Providing support on sessions by fulfilling roles such as bottom of Zip Wire or lake cover.

Actual shifts and duties carried out will be discussed and agreed with the centre manager prior to the job starting.

### **Training provided**

Full training will be provided as required in each of the duties to be fulfilled with the support role appointed to.

### **Additional days off under annualised hours pay system**

Robinwood works on an annualised hours system which means that staff get a regular amount of pay each month based on their average hours per week over the course of a year. All Robinwood staff get 6 weeks of paid holiday but, as a result of working higher hours during operational periods, we are able to offer significantly more than 6 weeks off in a year.

## **Contracts available working an average of 6 or 8 hours per week**

### **6 hours per week**

Working an average of 6 hours a week, with 6 weeks paid holiday (ie. 46 working weeks) amounts to  $6 \times 46 = 276$  hours to be worked over the year. Working longer shifts enables more holiday.

An average 6 hpw contract would typically involve, working 36 shifts of 7.5 hours amounts to a total of 270 hours over the year. Additional hours for training or centre meetings would result in 276 hours worked in a year.

### **8 hours per week**

Working an average of 8 hours a week, with 6 weeks paid holiday (ie. 46 working weeks) amounts to 368 hours to be worked over the year. Working longer shifts enables more holiday.

An average 8 hpw contract would generally involve, working 36 shifts of 9.5 hours amounts to a total of 342 hours over the year. Additional hours for other shifts, including training or centre meetings would result in 368 hours worked in a year.

Shift details would be agreed with the centre manager at the time of appointment.

## **Hourly pay rate and other benefits**

Pay for Wednesday Support Assistants at Maes Y Nant from October 2024 is £12.00 per hour. Rising to £12.50 in January 2025.

All Robinwood staff who work through to the end of the financial/calendar year, receive a profit bonus based on the profit achieved. Free food is also provided when working.