



Turton and Edgworth Primary School

We celebrate all successes in our happy, inclusive and aspirational school

JOB DESCRIPTION

| | | | |
|----------------------------------|-------------------|---------------|--------------------------------|
| Job Title: | Welfare Assistant | | |
| Reports to: | Key Stage Lead | Grade: | Grade B SCP 1-3 |
| Staff Responsibility for: | N/A | Term: | 5 hours/week Term Time only |
| Additional: | - | | |

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To support the school in the management of pupils at lunchtimes.
2. Establish good working relationships with pupils.
3. To ensure that all pupils have equal access to recreational and dining activities.
4. To provide support to pupils, including those with special needs, ensuring their safety and access to recreational activities and dining facilities.
5. To promote inclusion and acceptance of all pupils in recreational and dining areas by encouraging them to interact with each other and to engage in social activities.
6. To support staff in managing pupil behaviour during recreational and dining activities in line with the school policy.
7. To prepare recreational/dining areas and equipment and assist pupils in their use.
8. To support with first aid needs in line with the school procedures.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our Health and Safety Policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults. We expect all employees to understand and promote our Safeguarding Policy and procedures.

This appointment is with Turton and Edgworth Primary School. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the Contract.



Turton and Edgworth Primary School

We celebrate all successes in our happy, inclusive and aspirational school

PERSON SPECIFICATION

| No | CATEGORIES | Essential/ Desirable | Assessed by: | |
|--|--|-------------------------|--------------|--------------------|
| | | | App Form | Interview/ Task |
| QUALIFICATIONS | | | | |
| 1 | Evidence of Continuous Professional Development | D | ✓ | |
| 2 | Basic First Aid Training | D | ✓ | |
| EXPERIENCE | | | | |
| 3 | Customer Care | D | ✓ | ✓ |
| 4 | Health and Safety | D | ✓ | ✓ |
| 5 | Experience of working in the catering industry | D | ✓ | ✓ |
| 6 | Experience of working with children | D | ✓ | ✓ |
| ABILITIES, SKILLS AND KNOWLEDGE | | | | |
| 7 | Use of positive behaviour strategies | E | ✓ | ✓ |
| 8 | Able to work under pressure and use own initiative | E | ✓ | ✓ |
| 9 | Able to work as part of a team | E | ✓ | ✓ |
| 10 | Ability to form good relationships with staff and pupils | E | ✓ | ✓ |
| 11 | Ability to prioritise conflicting demands | E | ✓ | ✓ |
| 12 | Wear suitable clothes and footwear, ensuring it is clean and tidy and observe hygiene standards at all times | E | ✓ | ✓ |
| 13 | Knowledge of school policies and practises regarding confidentiality and child protection | E | ✓ | ✓ |
| 14 | Patience and understanding of children's needs, especially listening carefully to what children have to say. | E | ✓ | ✓ |
| 15 | Ability to treat children with respect and expect their respect in return | E | ✓ | ✓ |
| 16 | Willingness to administer basic first aid | E | ✓ | ✓ |
| 17 | Ability to communicate observations to class teacher or other adults including the positive | E | ✓ | ✓ |
| 18 | Ability to be flexible at all times and respond to new challenges | E | ✓ | ✓ |

| No | CATEGORIES | Essential/ Desirable | Assessed by: | |
|--------------|--|-------------------------|--------------|--------------------|
| | | | App Form | Interview/ Task |
| 19 | Sensitivity and skills related to child protection issues | E | ✓ | ✓ |
| 20 | Ability to stay calm and professional at all times, respecting confidentiality of all school issues. | E | ✓ | ✓ |
| OTHER | | | | |
| 21 | Commitment to equality and diversity | E | ✓ | ✓ |
| 22 | Commitment to health and safety | E | ✓ | ✓ |
| 23 | Commitment to attendance at work | E | ✓ | ✓ |
| 24 | Flexible working approach in terms of duties and working | E | ✓ | ✓ |
| 25 | Attend training courses, as and when required | E | ✓ | ✓ |
| 26 | Display the school values and behaviours at all times and actively promote them in others. | E | ✓ | ✓ |
| 27 | Personal resilience, persistence and perseverance. | E | ✓ | ✓ |