



RECRUITMENT PACK

Welfare Assistant

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WELCOME FROM SINEAD COLBECK, EXECUTIVE HEADTEACHER

Dear Applicant,

Thank you for your interest in our Fixed Term Welfare Assistant position, working 6.25 hours per week at St Augustine of Canterbury RC Primary School. We are looking for someone who can secure the safety, welfare and good conduct of pupils during the midday break period. The ideal candidate should have the ability to communicate both with children and adults alike, the ability to work well under pressure alongside the capacity to empathise with the needs of the children.

With the Catholic faith permeating all aspects of school life, we endeavour to provide a safe, secure, creative and inspiring environment for our children. You would become part of a caring Catholic community with a supporting and hardworking team.

I hope you find the information in this recruitment pack both informative and inspiring.

We look forward to receiving your application.

Yours faithfully,

Sinead Colbeck

WELCOME FROM JOHN HAWORTH, CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our team at St Augustine of Canterbury RC Primary School. We are delighted that you are considering applying for this role and warmly welcome you to learn more about what makes our school such a special place to work.

Our school is a happy, nurturing, and faith-centred community where every member is valued.

We are proud to offer a high-quality, inclusive education within a caring and supportive environment. Our staff are dedicated professionals who work together to create an exciting curriculum and outstanding learning experiences. The school's positive inspection feedback reflects the commitment and hard work of our whole school community.

As part of the Romero Catholic Academy Trust, we are guided by our patron saint, St Oscar Romero who encouraged us to "Aspire not to have more, but to be more", placing Gospel values at the heart of school life. Our Catholic identity shapes the way we teach, learn, and care for one another. Religious Education is central to our curriculum, and we strive to nurture children who are not only academically capable but also compassionate, confident, and ready to take their place in the world.

We hope this job pack gives you a clear sense of who we are and what we stand for; We would warmly encourage you to visit school to see for yourself what we are all about and look forward to receiving your application.

We look forward to seeing you.

Yours faithfully

John Haworth

JOB ADVERT

WELFARE ASSISTANT

FIXED-TERM/ TERM TIME

GRADE FLW, £24,309 FTE, (£3,472.07 PRO-RATA)

6.25 HOURS PER WEEK, MONDAY – FRIDAY 11:55AM – 1:10PM

FIXED TERM FROM 1ST SEPTEMBER 2026 – 31ST AUGUST 2027

RESPONSIBLE TO: MIDDAY SUPERVISOR AND SLT

MAIN LOCATION: ST AUGUSTINE OF CANTERBURY RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 2ND NOVEMBER 2026

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Augustine's of Canterbury RC Primary School, are seeking to recruit a Welfare Assistant with strong communication skills, the ability to work well under pressure alongside the capacity to empathise with the needs of the children so that the safety, welfare and good conduct of pupils during the midday break period can be attained.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01282 426938** or sbm@st-augustines.lancs.sch.uk

Full details are available from the 'My New Term' website [Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 18 th September 2026
Shortlisting Date	Tuesday 22 nd September 2026
Interview Date	Thursday 8 th October 2026

WELFARE ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

To secure the safety, welfare and good conduct of pupils during the midday break period.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

LUNCH TIME WELFARE

- Control the dinner queue;
- Supervise pupils eating their dinners;
- Prevent them from taking food outside the dining area;
- Control the behaviour of pupils while they eat their meals;
- Keep pupils out of classrooms when they should be outside;
- Check that groups of pupils do not hang around places that they should not (such as toilets);
- Control the behaviour of pupils in the playground;
- Discipline pupils who break the rules;
- Deal with accidents in the playground or dining area;
- Keep young pupils occupied when they have to stay indoors.
- Set up/put away tables/chairs following dinner service;

Additional:

To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

WELFARE ASSISTANT

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Basic food hygiene	D	A
Knowledge and Experience		
Experience of undertaking cleaning duties	E	A / I
Experience of working as part of a team	E	A / I
Awareness of Health & Safety issues	E	A / I
Skills and Abilities		
Ability to talk to children and adults in a clear, calm manner	E	A / I
Ability to work well under pressure	E	A / I
Ability to empathise with the needs of children	E	A / I
Personal Qualities		
Flexible attitude to work	E	A / I
Good standard of personal hygiene	E	A / I
Commitment to undertaking relevant training and development	E	A / I
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	Operations Manager	Date: June 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community 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 help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

WELFARE ASSISTANT

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Claire Wright on 01282 426938 or sbm@st-augustines.lancs.sch.uk.

Full details are available from the 'My New Term' website [Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

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