



Welfare Assistant



Dear Applicant,

Thank you for your interest in the position of Welfare Assistant at Ormskirk School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and six primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

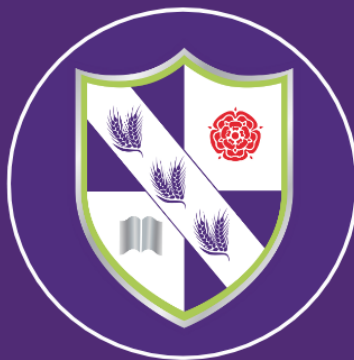
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY
SCHOOL**



**CHURCHTOWN
PRIMARY SCHOOL**



**TARLETON
ACADEMY**



**NORTHBROOK
PRIMARY ACADEMY**



**WOODLEA JUNIOR
SCHOOL**



**ENDEAVOUR
LEARNING TRUST**



**ORMSKIRK
SCHOOL**



**BURROUGHS
PRIORY ACADEMY**



**WELLFIELD
ACADEMY**



**STRIKE LANE PRIMARY
SCHOOL**



**BRINDLE GREGSON
LANE PRIMARY**

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



Free membership with
Vivup Employee Benefits,
Lifestyle Savings &
Cycle to Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Enhanced family leave benefits
and pay, to offer support to you
at life's most important
moments



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

Our School

Ormskirk School is a vibrant secondary school and sixth form located in Ormskirk in the county of Lancashire.

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School and Sixth Form College a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Yours faithfully,

Mr J Burnham
Headteacher

Welfare Assistant

Part-time, Permanent, Term time only

Grade 2 SCP 2

FTE £24,413

Pro Rata £6,973.86

Ormskirk School is seeking to appoint a dedicated Welfare Assistant on a part-time, permanent basis to play a vital role in ensuring the safety, wellbeing, and positive conduct of our students during lunchtime. You will supervise students across the school site, promote positive behaviour, support students in resolving minor issues, and help maintain a calm, inclusive environment where everyone feels safe and valued.

This is an excellent opportunity for someone who is calm, approachable, punctual, and flexible, with a genuine interest in working with young people. The role would particularly suit someone looking to gain experience within a school setting, as a rewarding part-time position within a supportive and welcoming team.

If you are reliable, proactive, and committed to helping create a positive school experience for every student, we would love to hear from you.

This position is part time, permanent and term time only. Working 12.5 hours (Monday to Friday 12:45-2:15pm)

HOW TO APPLY

To apply, please complete the 'mynewterm' online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

If you have any further questions, please feel free to contact our Heads PA, Kirstie May at k.may@ormskirk.lancs.sch.uk

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION



Welfare Assistant

Purpose of the post

Under the direction of the Site Manager, to secure the safety, welfare and good conduct of pupils during the midday lunch period. The post holder will also undertake the cleaning of designated areas of the dining hall, to ensure they are kept in a clean and hygienic condition and to the agreed quality standards.

Responsibilities of the post

- Control the dinner queue
- Supervise pupils eating their dinners
- Support the catering team with, till duty as and when required
- Prevent pupils 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 gather around places that they should not (such as toilets)
- Monitor the behaviour of pupils in the playground
- Deal with accidents in the playground or dining area
- Litter picking as directed
- Be aware of Health & Safety at all times. Maintain high standards of hygiene and wear appropriate uniform/clothing as provided/required. This will include wiping down tables and chairs when needed, clearing trays and dishes left by pupils, and removal of bin bags when full
- Assist in the management of the canteen in a safe and hygienic manner ensuring all reasonable precautions are taken and all due diligence is exercised
- Assist with other welfare functions as required, including replenishment of vending machines
- Encourage pupils to behave appropriately and stay within designated areas, access according to the prevailing weather conditions
- Notify line management or other senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff

General Duties

- To participate in arrangements for professional self-development
- Responsible for health and safety both for self and others throughout the school and adhere to the school's health & safety policy and procedures
- To participate in meetings with colleagues appropriate to duties
- Any other reasonable duties, as requested by the Headteacher

Equal Opportunities

Ormskirk School is committed to achieving equal opportunities in the way it delivers services to the community and in its employment arrangements. It expects all employees to understand and promote this policy in their work.

Person Specification – Welfare Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
EXPERIENCE		
The successful candidate will have:		
Experience of working as a welfare assistant	D	AF/I
Experience of working with young people	D	AF/I
Experience of previous work in a school environment	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to work as part of a team	E	AF/Interview
Flexible attitude to work	E	AF/Interview
Ability to work in an organised and methodical way	E	AF/Interview
Awareness of Health & Safety issues	D	AF/Interview
Good interpersonal skills	D	AF/Interview
Positive approach to customer care and service delivery	E	AF/Interview
Commitment to undertaking relevant training and development	E	AF/Interview
Flexible attitude to work	E	AF/Interview
OTHER		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I