

# OUR LADY OF THE ASSUMPTION CATHOLIC PRIMARY SCHOOL

## Welfare Assistant Application Pack



Closing Date:  
Friday 23<sup>rd</sup> January 2026 – midday

Interview Date:  
Friday 30<sup>th</sup> January 2026



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



# Welcome to Our Lady of the Assumption

Dear Applicant,

Thank you for taking the time to consider applying for the Welfare Assistant post in our school.

We are proud to be a part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT). We are a vibrant school, full of life, and greatly value the contribution each individual makes to our school family. The children at Our Lady's form a close knit and caring community; are keen and interested in learning and above all enjoy attending Our Lady's. The school's Governors are supportive and forward thinking.

There is a strong supportive team ethic at Our Lady's and staff work hard to provide a broad ranging curriculum which offers a large variety of learning opportunities and experiences for all children and take great pride in their work with them.

Visits to school and further discussion about the post are welcome and appointments can be made by contacting the school.

We look forward to meeting you and wish you every success should you decide to apply for this post.

Yours sincerely,

Elaine Allen  
Headteacher



“Care, Learn, Respect”

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Welfare Assistant at Our Lady of the Assumption Catholic Primary School. Our Lady is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

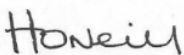
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer



# Trust Schools



Christ the King  
Catholic Academy



Holy Family Catholic  
Primary School,  
Blackpool



Holy Family Catholic  
Primary School,  
Warton



Our Lady of the  
Assumption Catholic  
Primary School



Sacred Heart  
Catholic Primary  
School



St Bernadette's  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



St John Vianney  
Catholic Primary  
School



St Joseph's Catholic  
Primary School



St Kentigern's  
Catholic Primary  
School



St Mary's Catholic  
Academy, Blackpool



St Mary's Catholic  
Primary School,  
Fleetwood



St Mary's Catholic  
Primary School,  
Great Eccleston



St Teresa's Catholic  
Primary School



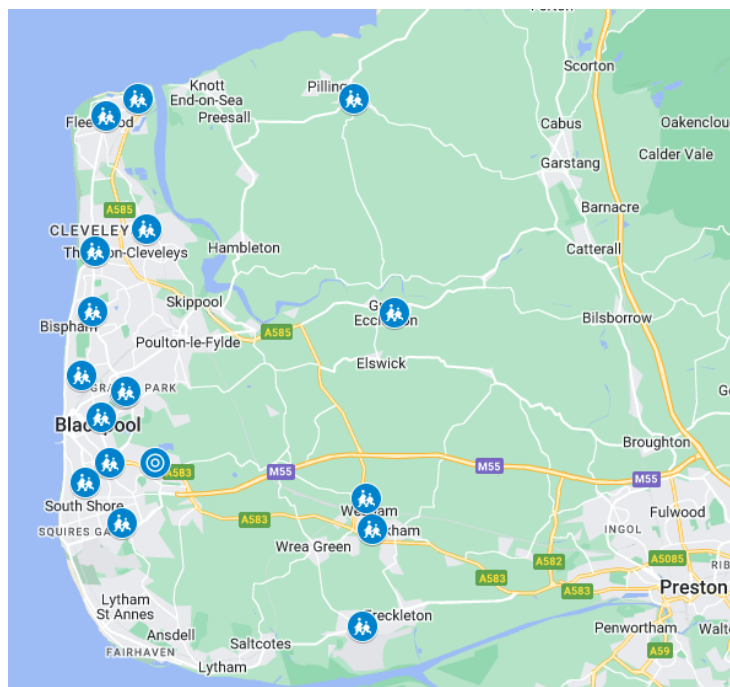
St William's Catholic  
Primary School



St Wulstan's &  
St Edmund's Catholic  
Primary School



The Willows Catholic  
Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## **Prior to applying**

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact the school:

Telephone - 01253 762833

or

Email - [clare.duffill@our-lady.blackpool.sch.uk](mailto:clare.duffill@our-lady.blackpool.sch.uk)

## **Application process**

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/Our-Lady-of-the-Assumption-Catholic-Primary-School,-Blackpool/150866>

**Closing date for applications:** Friday 23<sup>rd</sup> January 2026 - midday

**Interview date:** Friday 30<sup>th</sup> January 2026

## **Post Details:**

**Grade:** NJC pay Grade A – scale point 2

**Salary:** £24,413.00 (pro-rata)

**Contract:** Permanent, Term Time only

**Hours:** 5 per week, Monday - Friday, 1 hour per day between the hours of 12:15pm – 1:30pm TBC

**Start Date:** As soon as possible

# Job Description

## Welfare Assistant

### Purpose of the role (job statement)

To work as part of a team supporting and assisting pupils' development and learning, facilitating access to dining and recreational facilities including physical and general care.

### Responsibilities

Key duties:

1. Support other staff in managing pupil behaviour during recreational and dining activities;
2. Report pupil behavioural issues in line with schools policies;
3. Assist pupils to develop their independence through specific tasks;
4. Communicate with pupils to encourage acceptable behaviour;
5. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Provide comfort and support to sick, ill or distressed pupils in line with school policies;
2. Provide basic welfare support to pupils with special educational needs;
3. Provide clerical and administrative support;
4. Support pupils and parents / carers to improve attendance;
5. Demonstrate own duties to new or less experienced staff;
6. Gather / report basic information to / from parents / carers as directed.

### Indicative knowledge, skills and experience

- Experience of working with children.



# Person Specification

<b>Requirements</b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications, Training and Experience</b>	<ul style="list-style-type: none"> <li>Working with children (own / family / friends or in a school setting)</li> </ul>	<ul style="list-style-type: none"> <li>Recent experiences of working in a school</li> <li>Recognised qualification in childcare or education – NVQ Level 1 or above</li> <li>Recent welfare assistant experience within the primary phase</li> </ul>
<b>Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Have high expectations for all young people and adults</li> <li>Communicate effectively both verbally and in writing with young people and adults</li> <li>Demonstrate an understanding and application of the learning and hygiene needs of pupils in there are during a lunchtime period</li> <li>Be efficient and organised</li> <li>Knowledge of safeguarding procedures within a school/academy</li> </ul>	
<b>Interpersonal Skills and Personal Qualities</b>	<ul style="list-style-type: none"> <li>Establish effective working relationships with staff and pupils</li> <li>Be committed to own personal development and training</li> <li>Be curious, positive and resilient and show initiative in supporting school improvement</li> <li>Act as a role model for pupils and other staff by setting high personal and professional standards</li> <li>Deal sensitively with pupils and support them to resolve their conflicts</li> </ul>	
<b>Professional Attributes</b>	<ul style="list-style-type: none"> <li>Basic written, electronic and verbal communications skills</li> <li>Ability to demonstrate engagement and care of pupils</li> </ul>	
<b>Other (including special requirements)</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding anf protecting the welfare of children and young people</li> <li>Commitment to equality and diversity</li> <li>Commitment to Health and Safety</li> </ul>	

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

