

Welfare Assistant

Job Description

POST TITLE: Welfare Assistant

Grade: Grade B3

Hours: Daily 12.20pm-2.20pm (10 hours per week)

Reporting to: Catering Manager

Contract type: Permanent

JOB PURPOSE - Main Responsibilities of the post:

This post is to support the Lunchtime Supervisory team to supervise pupils in the school dining room, school playground and throughout the school premises during the lunchtime period. You will also manage pupils' behaviour and wellbeing. This post will suit candidates who are highly motivated, are able to relate well to children and able to effectively supervise children independently or as part of a team. The successful candidate will be joining a like-minded and friendly school team. The successful applicant will undergo an enhanced DBS check prior to employment.

The Welfare Assistant will: -

- Assist in the maintenance of a clean, tidy and orderly dinner hall area, empty bins and wiping tables etc.
- Contribute as a member of the support team with the intention of providing an effective service whilst employing sound customer care techniques.
- Assist in ensuring students will follow appropriate routines and procedures at lunch times, particularly in the dining areas.
- Monitor children's behaviour and inform teachers of problems where appropriate.

In addition, the Welfare Assistant will: -

- Have a positive attitude to continued personal and professional development
- Have the ability to establish successful relationships with young people and adults at all levels and work as part of a team.
- May be required to help in other areas in times of staff absence should it arise.
- Communicate effectively and appropriately
- Be enthusiastic with high levels of motivation and commitment
- Manage children including those with challenging behaviour

- Be Co-operative, flexible and able to work independently
- Must be patient and have high expectations of pupil behaviour
- Have a sense of humour and calm nature

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pastoral Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head of Year.

Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none">• Basic Food Hygiene certificate• Good Literacy and Numeracy skills• Partnership and team working	<ul style="list-style-type: none">• First Aid Certificate• Experience of working with Secondary Children• Working within a Team	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none">• Patience• Good Communication Skills• Be Flexible and Adaptable.		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none">• Highly Organised• Highest level of professional and personal integrity and expectations• A strong resilience, persistence and perseverance• A sense of Humour and a calm nature• Commitment to continuous professional development of self		