

# ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL

## Welfare Assistant Application Pack



Closing Date:  
Friday 4<sup>th</sup> April 2025 – midday

Shortlisting Date:  
Friday 4<sup>th</sup> April 2025

Interview Date:  
Friday 11<sup>th</sup> April 2025

Funded by  
  
Department  
for Education

**English Hubs**  
St John Vianney English Hub



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

  
Blessed Edward Bamber  
Catholic Multi Academy Trust

# Welcome to St John Vianney

Thank you for your interest in applying for the role of Welfare Assistant at St John Vianney Catholic Primary School.

St. John Vianney Catholic Primary School & English Hub is seeking to appoint an inspirational staff member to join a team of dedicated staff working within the Our Catholic School. The governors of St John Vianney Catholic Primary School are seeking to appoint a highly committed and energetic person to join our team as a welfare assistant. The successful candidate will be expected to work under the guidance of the leadership team, team leaders and class teachers.

Our school offers a range of professional development opportunities for the successful candidates. If you are looking for a position to make a difference to the young people and their families within our community, we would welcome an application.

We can offer:

- A commitment to promoting staff well being.
- Polite, well-behaved children that are Sincere, Joyous and Virtuous.
- High quality bespoke CPD
- Supportive, collaborative and inclusive teamwork

We are looking for a person who:

- Supports us in delivering our Catholic ethos and mission throughout the school and the community.
- Can thrive in a busy, fast-changing environment.
- Is a positive thinker and solution focused.
- Is self-driven to achieve the best outcomes for our children and families.
- Has excellent communication skills.
- Be able to deliver a rich, well-balanced learning and play experience
- Have high expectations of children's achievement, attainment, behaviour and attitudes
- Have a positive outlook and keen to contribute to the success of our school

Yours sincerely,

Clare Evans  
Headteacher

*We look forward to receiving your application*



*“Seeking Growth Together Through Jesus”*

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Welfare Assistant at St. John Vianney Catholic Primary School. St. John Vianney 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.

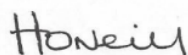
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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.

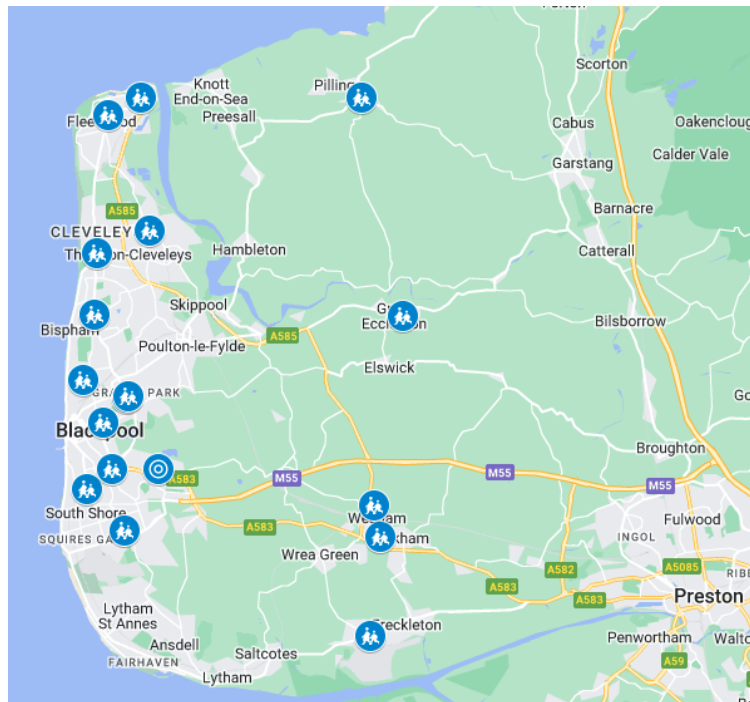
Yours sincerely,



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 role, please contact Danny Johnson, School Business Leader:

Tel: 01253 311248

Email: [Danny.johnson@sjvprimary.co.uk](mailto:Danny.johnson@sjvprimary.co.uk)

## ***Application process***

Applicants must complete the CES application form (available on the school and Trust website):

<https://bebcmat.co.uk/job-vacancies> & <https://stjohnvianneys.co.uk/vacancies/>

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Please send your completed CES application form to: [Danny.johnson@sjvprimary.co.uk](mailto:Danny.johnson@sjvprimary.co.uk)

We will acknowledge receipt of your application.

**Closing date for applications: Friday 4<sup>th</sup> April 2025 - midday**

**Shortlisting date: Friday 4<sup>th</sup> April 2024**

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## **Post Details**

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

**Salary: £23,656.00 (pro rata) with a Living Wage Supplement to pay the current Foundation**

**Living Wage of £12.60 per hour**

**Contract: Fixed Term until 31/8/2025 with the possibility of extending the term**

**Hours: 5 per week, Term Time only**

**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.



# 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.



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