

St. Mary's Catholic Primary School, Great Ecclestone

Welfare Assistant Application Pack



Closing Date:
Wednesday 3rd July 2024 - midday

Interview Date:
Thursday 11th July 2024 (AM)



Welcome to St. Mary's

Dear Applicant,

Thank you for taking the time consider applying for the Welfare Assistant post in our school. There are two permanent positions available, both for 5 hours per week.

We are a very small school which recently converted to Academy status and are proud to be linked to 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 St Mary's form a close knit and caring community; are keen and interested in learning and above all enjoy attending St Mary's. The school's Governors are supportive and forward thinking.

There is a strong supportive team ethic at St Mary'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,
Jennifer Birch
Acting Headteacher



Laugh Learn Love

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Welfare Assistant at St. Mary's Catholic Primary school. St. Mary's 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.

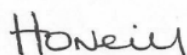
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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



St Kentigern's
Catholic Primary
School



Holy Family Catholic
Primary School



St Mary's
Catholic Academy



Our Lady of the
Assumption Catholic
Primary School



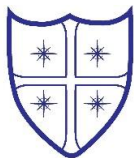
St Mary's Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Teresa's Catholic
Primary School



St Cuthbert's
Catholic Academy



St William's Catholic
Primary School

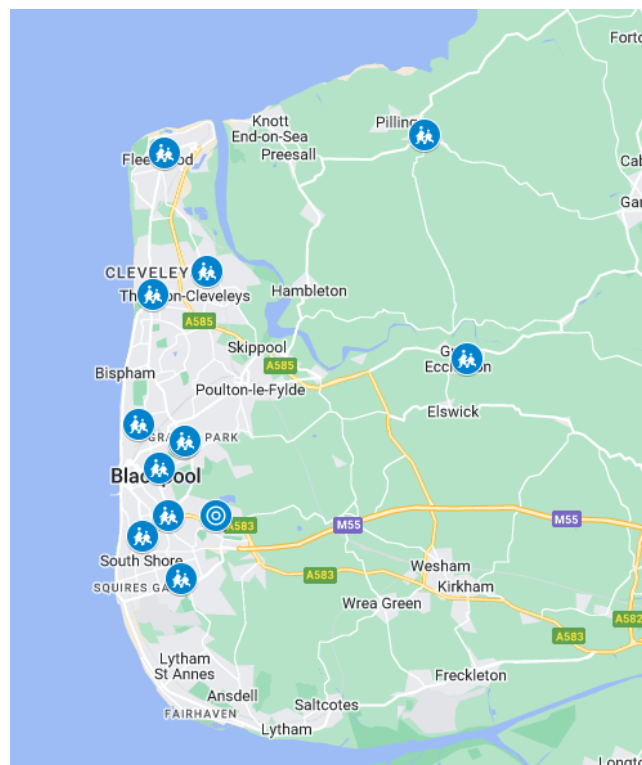
Care - Courtesy - Concern



St John Vianney
Catholic
Primary School



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



How to apply

Prior to applying

Applicants are invited to visit the school and meet our staff and pupils.

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 Georgia Parkinson, School Business Support Officer:

bursar@st-marysgreateccleston.lancs.sch.uk

or

01995 670364

Application process:

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

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

Your application should be addressed to the Headteacher, Jennifer Birch and can be submitted electronically to Georgia Parkinson, School Business Support Officer:

bursar@st-marysgreateccleston.lancs.sch.uk

We will acknowledge receipt of your application.

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Post Details:

Salary: £12.00 per hour in line with the current Foundation Living Wage

Contract: Permanent, term time only

Hours: 5 per week, Monday-Friday 1 hour per day

Required: September 2024

Job Description

Post Title:	Welfare Assistant
Location:	St Mary's Catholic Primary School Great Eccleston
Scope of role: To secure the safety, welfare and good conduct of pupils during the midday break period.	
Accountabilities/Responsibilities – appropriate for this post: <ol style="list-style-type: none">1. To follow the School's Behaviour Policy;2. To establish positive relationships with pupils;3. Supervise pupils eating their meal and prevent them from taking food outside the dining area;4. Be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play;5. Keep pupils out of classrooms, toilets etc when they should be outside;6. Supervise children at lunchtime play;7. Deal with accidents in the playground or dining area and report in line with school procedures;8. Keep young pupils occupied when they have to stay indoors;9. Work co-operatively as part of the school team;10. Ensure children's safety is maintained at all times;11. Walk pupils to/from the playground to the dinner hall in an orderly manner12. To work within school policies and procedures13. To take care of their own and other people's health and safety	
In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.	

Person Specification

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

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.

