



Welfare Assistant (Provision for 2-year-olds)

Commencing as soon as possible

Temporary contract until 18th July 2025

The Acorns Primary & Nursery School Recruitment Pack



CONTENTS

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form



Welcome

Dear Applicant,

Thank you for your interest in the Welfare Assistant vacancy at The Acorns Primary & Nursery School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Acorns Primary & Nursery School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs H Broom
Headteacher
The Acorns Primary & Nursery School



The Acorns Primary & Nursery School

Mission: Be The Best You Can be
Vision: Providing A World-Class Start to Life
Values: Mutual Respect, Equity, Inclusivity and Love

The Acorns Primary and Nursery School is a larger-than average sized school in Ellesmere Port, catering for 375 pupils aged between 2 and 11 years old. Our pupils come from a wide range of backgrounds, but most live within a close proximity to the school. We have much higher-than-average number of pupils eligible for Pupil Premium and also in receipt of EHCPs. We are a trauma-informed school with a Relationship Policy based upon restorative practice.

We are a Rights Respecting School where everyone is welcome – we have No Outsiders. We equip our pupils with the skills and knowledge they need to become positive, global citizens. During their time here, children develop into intrinsically motivated, life-long learners: they understand the value of working hard and they aspire to achieve.

The values of tolerance, individual liberty, democracy, mutual respect and the rule of law are embedded in all that we teach, and the way in which we run our school. We value, respect and celebrate all achievements, both within and outside of school and encourage parents, families and the community to join us in doing so. We work hard to ensure that our pupils experience a range of enrichment activities to engage and inspire them, creating memories for life and a thirst for adventure.

From a wonderful start in our Nursery, our 2-year-old children settle quickly into our community and are nurtured as individuals, swiftly building positive relationships with both the staff and their peers. This continues for the 9 years they are with us. We believe community is at the heart of the work we do and have close relationships with many agencies, ensuring that our families have their holistic needs met.

Throughout their time at The Acorns, we instil the characteristics of effective learning. These allow our pupils to develop into confident, resilient and independent adults, prepared to succeed in the modern world. Our pupils leave us with a strong moral compass, comfortable in their own skin, and knowing their own minds. They are brimming with self-belief and self-worth and are capable of being in respectful, trusting relationships with others in their community.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4500+ students
- 12 schools
- 13 sites
- 750+ employees
- 5 local authorities
- £37,000,000+ annual budget
- 80+ governors



Job Description

Welfare Assistant (provision for 2-year-olds)

Location: The Acorns Primary & Nursery School, Pooltown Road, Ellesmere Port Cheshire, CH65 7ED

Grade: Grade 3 (SCP 2-4)

Working pattern: Term time only, 17.5 hours per week between the hours of 8:30am and 12:00pm

Under the direction of senior management staff and the room leader, the welfare assistant will work with and help to supervise, care and nurture all pupils in a child entered, play based manner.

Responsibilities will include:

- Developing effective relationships with the early years team and school
- Preparing a healthy snack for all pupils and maintaining a clean and hygienic kitchen
- Supporting pupils with nappy changes and potty training
- Playing and engaging with all pupils to develop language and communication
- Comforting and co-regulating with pupils to support their emotional wellbeing
- Compliance with school policies and procedures
- Modelling inclusive practices and the principles of equal opportunities



Person Specification

	Essential	Desirable
Ability to support children with personal care, including toileting, feeding, and hygiene needs.	X	
Ability to support all children in a warm and caring manner.	X	
Good communication skills with children.	X	
Ability to follow instructions and work effectively as part of a team.	X	
Experience working with young children, particularly in a nursery or early years setting.		X
Basic First Aid qualification (or willingness to obtain one).		X
Safeguarding training or willingness to complete safeguarding training.		X
Basic Food Hygiene qualification (or willingness to obtain one).		X
Patient, nurturing, and empathetic approach to working with young children.	X	
A positive and enthusiastic attitude.	X	
Reliable, punctual, and committed to the role.	X	
Ability to always maintain confidentiality and act professionally.	X	
Willingness to undertake relevant training and professional development.	X	



How to Apply

Before applying, school visits are encouraged so that you can get a feel for our community and see if we are the right fit to you.

To arrange a visit, please contact Emma Leslie (Assistant Headteacher), e.leslie@theacornsprimaryschool.co.uk

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to Mrs Broom (Headteacher), head@acornswhitley.co.uk

Alternatively, send a hard copy to:

The Acorns Primary & Nursery School
Pooltown Road
Ellesmere Port
Cheshire
CH65 7ED

Closing Date: Midday, Friday 14th March 2025

Interview Date: Tuesday 18th March 2025

The Acorns Primary & Nursery School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Acorns Primary & Nursery School is an equal opportunities employer.

The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

