

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Welfare Assistant
Responsible to:	Senior Midday Supervisor
Coordinates with:	Staff across the school

Purpose of the role:

To provide support for Teaching and Learning by assisting with the security, welfare and good conduct of students during the break and lunchtime periods.

Main duties:

- Assist with the management of student queuing arrangements, as directed by duty staff
- Promote and enforce appropriate school policies at break and lunchtime periods including behaviour management, health & safety and student welfare
- Working to a rota, undertaking duties both inside and outside
- Establish positive relationships with students
- To supervise all students encouraging them to sit, clear away after themselves and behave in an acceptable manner
- Contribute to the overall experience for students by working flexibly and in unison with members of the Catering Team
- Setting up tables prior to service and cleaning and putting away tables after service
- Contribute to the learning environment by cleaning up spillages/picking up litter etc. as and when necessary
- To promote the equality and diversity policies of the Trust
- To comply with the Trust's safeguarding procedures and contribute to making the school a safe learning environment
- To attend relevant staff development activities when necessary
- Other reasonable relevant duties as required by school.

Summary of main terms and conditions

Salary	£12.60 per hour (actual salary £9,977)
Working hours	Your working hours will be 10.40am - 2.40pm, Monday to Friday, term time only Some flexibility in the hours worked will be expected.
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	LSA and The Coastal collaborative Trust is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not

	been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to LSA are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.

Person specification for Welfare Assistant

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
Your qualifications...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
5 GCSE's at grade 4 or above or equivalent	A
You've got...	
These are the essential things that you have so you can do the job, without these you won't be considered for appointment.	
The ability to relate well to children	A,I
The ability to work as part of a team	A,I
Good communication skills (oral and written)	A,I
Knowledge of the concept of confidentiality	A,I
A flexible attitude to work	A,I
A commitment to safeguarding and protecting the welfare of children and young people	A,I
A commitment to equality and diversity	I
A commitment to health and safety	A,I
A commitment to attendance at work	I

A commitment to undertake in-service development	I
It would be good if you had...	
Whilst not essential , it would help in the role if you had any of the below.	
Experience of working with children in a similar role	A,I
Basic knowledge of First Aid	A,I
Ability to use relevant technology	A,I
Date of issue: September 2025	