

Vacancy Information

Title: Welfare Assistant

Location: Lark Hill Primary

Vacancy Description: The Governors, staff and children at Lark Hill Primary School are looking to appoint a Welfare Assistant to supervise pupils during the midday break either in the school grounds or in the school premises i.e. during the time when pupils are taking their meal or if the pupils are unable to use the school grounds because of inclement weather. All children deserve the very best and we are looking for someone who is committed to our school values.

Details

Lark Hill Community Primary School

Liverpool Street

Salford

M5 4BJ

WelfareAssistant - Required ASAP

Grade: 1A scp 02-03

Hours: 7.5 hours per week, term time only + 5 days

Contract Type: Permanent

Closing Date: Friday 8th March at 1pm

Interview date: wb 11th March 2024

The Governors, staff and children at Lark Hill Primary School are looking to appoint a Welfare Assistant to supervise pupils during the midday break either in the school grounds or in the school premises i.e. during the time when pupils are taking their meal or if the pupils are unable to use the school grounds because of inclement weather. All children deserve the very best and we are looking for someone who is committed to our school values.

The successful candidate will:

- Have experience of working with children

- Be able to listen, talk and play with children

- Be able to work as part of a team and values team work

- Promote and model the school values of NURTURE, ACHIEVE, RESPECT

- Promote and model the school vision including infusing honesty and integrity into all of school life

- Be hard working, enthusiastic, caring and inclusive

In return we can offer you:

- An inclusive ethos

- Supportive CPD

- A friendly school with dedicated and highly skilled staff

Job Description and Person Specification.pdf

We encourage questions about the post and a visit to the school. Please email Mrs

Gemma Lavelle, Head of School at gemma.lavelle@salford.gov.uk.

We thank you for your interest.

Lark Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS Disclosure.

Please be aware overseas checks will be required if you have lived or worked abroad for 12 months or more, continuously or in total over the last 10 years whilst aged 18 or over, please refer

to the link below for details for how to obtain your Certificate of Good Character.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Our core data protection obligations and commitments are set out in the council's primary Recruitment and Employment Privacy Notice which can be found at <https://www.salford.gov.uk/gdpr>.

Diversity and Inclusion

We are committed to developing a culture which respects individuals, appreciates difference and allows everyone regardless of background to reach their full potential. We are proud to be an accredited disability confident employer and a Stonewall Diversity Champion. We understand how hard it can be to combine caring for a loved one with work so we aim to provide support and flexibility to balance family and caring responsibilities with work.

<https://greater.jobs/content/9189/diversity-and-inclusion>

Continuous service commitment

New employees can now keep their service related benefits when moving between a whole host of public sector organisations within Greater Manchester, which include: Councils, NHS, Greater Manchester Fire and Rescue, Transport for Greater Manchester, as well as many others.

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Welfare Assistant position
Grade:	Grade 1A SCP 02-03
Directly responsible to:	Children and Families Officer
Directly responsible for:	The welfare of the pupils
Hours of Duty:	11.30 – 1pm

Primary purpose of the job:

To supervise pupils during the midday break either in the school grounds or in the school premises i.e., during the time when pupils are taking their meal or if the pupils are unable to use the school grounds because of inclement weather

MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES:

Mealtime Supervision

1. To ensure that pupils wash and dry their hands before taking a meal
2. To ensure the orderly conduct, queuing and controlled dispersal of pupils in the dining room
3. To provide social training for pupils, for example, table manners and the correct use of cutlery
4. To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal

5. To assist in taking food to the tables if so required by the Head of School
6. To assist younger pupils in cutting up food
7. To ensure that crockery, beakers, cutlery and trays are taken to the returns area
8. To assist in the scraping of plates

Break Supervision

1. To ensure that pupils follow the values of the school

2. To prevent pupils from taking any action that might result in injury to themselves or other pupils
3. To ensure that pupils make proper use of toilets and cloakrooms
4. To ensure that pupils do not leave the school grounds without the permission of the Head of School and/or the approval or knowledge of their parents
5. To inform the Head of School immediately if a pupil leaves or is withdrawn from the school premises without approval
6. To undertake such additional duties as are reasonably commensurate with the level of this post e.g play games with the pupils

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

12/02/2024

Prepared by:

Wendy McCormack

Agreed by Postholder

Job title	Grade	Directorate	Location
Welfare Assistant	SCP 02-03	Children's services	

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Displays commitment to the protection and safeguarding of children and young people and updates in training	A/I
2.	Ability to work as a member of a team	A/I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
3.	Ability to communicate with children and adults, e.g. patient, sympathetic, empathetic	A/I
4.	Flexible approach to work	A/I
5.	Experience of dealing with children	A/I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Able to show initiative	A/I
2.	Knowledge of first aid	A/I
3.	Willingness to undertake training	A/I

Completed by	Date	Approved by	Date
Wendy McCormack	12/02/2024		

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre

Vacancy Name: Welfare Assistant

Candidate Id: 11534616

Vacancy ID: SF-89878

Employment History**Are you currently employed?:** No**Name of Employer:****Job Title:****Date Employed From:****Notice Period:****Reason for Leaving:****Have you been employed previously?:** Yes**Name of Employer:** Dev Bhoomi Uttarakhand University (INDIA)**Job Title:** Lecturer for Electrical & Electronics Engineering**Date Employed From:** 01/11/2011**Date Employed To:** 02/06/2012**Reason for Leaving:** CHANGE OF PLACE / ADDRESS**Employment History / Gaps in Employment****Education & Training****Education & Training****Qualification Type (e.g. GCSE)::** Bachelor of Technology**Qualification / Course::** Electrical Engineering**When obtained::** 2011**Grade:** A**Are you a member of any Professional Bodies?:** No**Professional Memberships****Knowledge and Experience**

Knowledge and Experience:

As an engineering lecturer with a passion for education and a desire to mentor young minds, I bring a unique blend of knowledge and experience to the table. Throughout my career, I have honed my skills in teaching complex engineering concepts to university students, fostering critical thinking, problem-solving abilities, and a deep appreciation for the sciences.

My journey in academia has equipped me with the ability to break down intricate ideas into digestible pieces, making them accessible to learners of all levels. This skill set is particularly valuable when working with young children in a school setting, where the emphasis lies in simplifying concepts without sacrificing depth.

Beyond my technical expertise, my experience as a lecturer has also instilled in me a strong sense of patience, adaptability, and creativity. These qualities are essential when engaging with children, as every individual learns in their own unique way. Whether it's through hands-on experiments, interactive demonstrations, or engaging discussions, I am committed to finding innovative ways to spark curiosity and inspire a love for learning in young minds.

Moreover, my background in engineering provides a solid foundation for integrating STEM (Science, Technology, Engineering, and Mathematics) principles into the curriculum. By exposing children to real-world applications of these subjects, I aim to cultivate a generation of problem-solvers and innovators who are equipped to tackle the challenges of tomorrow.

Supervising young children in school represents an exciting opportunity for me to combine my passion for teaching with my desire to make a positive impact on the next generation. By serving as a mentor and role model, I hope to empower students to pursue their interests in STEM fields and unlock their full potential. Through guidance, encouragement, and a genuine enthusiasm for learning, I am confident that I can help shape the future leaders and innovators of our society.