

JOB DESCRIPTION	
JOB TITLE:	Welfare Assistant Grade 1
GRADE:	Grade 1 SCP 10 (Living Wage)
CAR USER:	Not Essential
LOCATION:	Our Lady Star of the Sea Catholic Primary School
RESPONSIBLE TO:	Mrs N Gregan
STAFF RESPONSIBLE FOR:	NA
JOB PURPOSE:	The main objectives to be achieved by the Postholder
	<ul style="list-style-type: none"> • Work as part of a team to ensure that all children are safe and are able to thrive during the lunchtime break. • To work with all members of the school community, to strive to live our school mission statement: we are precious in his eyes, through all actions, thoughts and words. • To work with all members of the school community to develop, understand and take forward the vision of the school: a whole community working together; hand in hand.
MAIN ACTIVITIES	Prescribed duties the post holder will have.
	<ul style="list-style-type: none"> • Develop positive healthy relationships with all children and other staff members. • Ensure school policy is implemented throughout the time and work with other members of the team to ensure consistency. • Set out the hall on arrival by moving tables into place. • Support children in the dining room, having high expectations of good manners and behaviour. • Interact with children outside in the playground helping them to develop their social skills and their ability to play amicably with each other. • Supervise children inside during inclement weather; ensuring wet break etiquette is implemented. • Support children in resolving any conflicts which arise through listening effectively to both perspectives. Share any concerns with class teachers • Ensure the dining room is cleaned and ready for each sitting and at the end of service. • Communicate effectively within the team and with other members of staff to ensure consistency of approach.

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
Agreed by:	

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.