



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



LUNCHTIME WELFARE ASSISTANT – GRADE 2 APPLICANT INFORMATION PACK



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

February 2025

Dear Applicant,

Thank you for your interest in working as a part of our Lunchtime Welfare team at Cardinal Allen Catholic High School.

This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

Applicants are welcome to contact the School Business Manager, Jane Abra, for an informal conversation on 01253 872659.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Lunchtime Welfare Assistant

Required ASAP

10 hours per week, 2 hours per day, 12.10 to 2.10 pm

LCC Grade 2, currently £12.26/hr

We are seeking to appoint a cleaner to join our friendly, hard-working, Lunchtime Welfare team.

The ideal candidate:

- Enjoys working with pupils (age 11 to 16 years)
- Is able to work as part of a team and 'get stuck in'

Main Duties:

- Setting up of dining tables
- Clearing / wiping down of dining tables
- Supervision of lunch queues
- Supporting good pupil behaviour
- Cleaning of hall after lunch
- Emptying litter bins

Cardinal Allen is a forward looking, oversubscribed, outstanding Catholic school, evaluated by Ofsted as a '**good school**'. Inspectors said, '***Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils***'. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Interested candidates are welcome to call the Business Manager, prior to application, for an informal discussion. Application forms should be completed and returned to j.abra@cardinalallen.co.uk by 9 am 28 February 2025.

Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659

head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

Job Description

| | |
|---|------------------------------------|
| JOB DESCRIPTION FOR: | Lunchtime Welfare Assistant |
| MAIN DUTIES Under the direction and instruction of the Lunchtime Welfare Supervisor, to secure the safety, welfare and good conduct of pupils during the lunch break period and provide a clean and hygienic dining area. | |
| KEY TASKS <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. Supporting good pupil behavior; be proactive in preventing poor behaviour from escalating;5. Deal with minor accidents in the dining area and report in line with school procedures;6. Work co-operatively as part of the school team;7. Ensure children's safety is maintained at all times;8. To work within school policies and procedures9. Setting up of dining tables10. Clearing / wiping down of dining tables11. Supervision of lunch queues12. Cleaning of hall after lunch13. Emptying litter bins | |
| All staff are expected to take care of their own and other people's health and safety. | |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | |
| Line Manager: Lunchtime Welfare Supervisor | |
| Line Managing: N/A | |
| Liaising with: Colleagues | |
| Working Time: 10 hours/week, Monday to Friday, 12.10 to 2.10 pm, term time only | |
| Grade: Grade 2 SCP2 currently £12.26 / hr | |



Person Specification

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check and a range of other recruitment checks will be made which will include online searches

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

| Essential | Essential | Desirable |
|---|-----------|-----------|
| Able to work well with 11 to 16 year olds | ✓ | |
| Able to deliver a high level of cleaning | ✓ | |
| Willing to learn new tasks and undertake required training | ✓ | |
| Ability to work as part of a team | ✓ | |
| Able to safely lift weights of up to 20 Kilograms | ✓ | |
| Have excellent attendance and punctuality record / commitment to regular attendance | ✓ | |
| Enthusiastic and reliable | ✓ | |
| Desirable | | |
| Experience of working in a school | | ✓ |
| Flexibility to work occasional additional hours to cover staff absences and school events | | ✓ |
| Awareness of CoSHH and Health & Safety issues | | ✓ |