St Mary Magdalen’s Catholic Primary School,

Buller Avenue, Penwortham, Preston. PR1 9QQ

Tel 01772 742351

Headteacher Mrs C McKinnon

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Nurturing Hearts and Minds

**Job Description** – Welfare Assistant 1:1 for Nursery Pupil

– 1 temporary position April 2025 – July 2025, possibility of extension

**Purpose of Job:** To ensure the safety, welfare and good conduct of the pupils during the lunch break and to help and support a specific child

**Job Duties**:

* Term time only
* 12:00 – 1:00 (total 5 hrs/week) – possibility of shared role
* All lunchtime staff must undertake first aid training.
* Friendly, approachable manner
* To encourage play between pupils
* Liaising with classroom staff to support the pupils
* Role is to work with a pre-school child with additional needs – encourage play and development

We are looking for candidates who:

* Have good time keeping and are reliable
* Are able to relate well to children
* Work well in a team

Post will be subject to enhanced DBS checks, if you are successful.

Welfare staff are expected to ensure that behaviour both inside school and on the playground is exemplary.

We offer pupils a safe haven where they know and understand the expectations. Our behaviour expectations centre around our core values. Everyone is treated equally and is encouraged to make positive choices.

Welfare staff support and encourage pupils in Nursery to sit with their friends and enjoy their lunchtime food. Welfare staff help them to try new food, to have good manners and to clear their tables at the end of the meal.

Lunchtime supervisors wipe down tables, and clear up where required.

**General supervision**

Welfare staff must ensure that pupils are supervised at all times. During playtime, staff should interact with the children and encourage them to play appropriately. Welfare Staff are trained in the school behaviour policy and practices and should follow it consistently.

During wet weather, children will be supervised in the Nursery or in their covered area.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached

For an informal discussion please get in touch with the school office 01772 742351

Application forms to be sent to Mrs Mason at office@st-marymagdalen.lancs.sch.uk

Closing date: 31st March 2025(12pm midday)

Proposed interview date: 2nd April 2025