



Alston Lane Catholic Primary School And Nursery

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Mr. M. FitzGibbon. BA Qts
Headteacher

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Re Lunchtime Welfare Assistant

Salary £12.00 per hour (The Foundation Living Wage)

Dear Applicant

Thank you for your interest in this lunchtime welfare position covering 5 days per week.

This is a part time (1.25 hour per day / 6.25 hours per week), permanent position supporting children at lunchtime. You will be paid for 43.89 weeks per year. This is made up of 38 school weeks plus annual leave, statutory and extra statutory holidays.

Hours of work are Monday to Friday 11.50pm – 1.05pm.

Key duties will involve:

1. Supervising children inside and when playing outside
3. Supporting the children with their eating, social skills and through safe play
4. Overseeing the movement of pupils to/from the lunch hall and dining arrangements
5. Encouraging pupils to eat healthy balanced meals
6. Setting up and running activities for pupils at lunchtime
7. Reporting and dealing with incidents in line with school policy
8. Ensuring adequate first aid treatment is available during the midday break
9. Liaising with colleagues on how to meet any individual pupil needs (e.g. SEND)

This position will commence as soon as possible.

If you are interested in applying for the position, please complete the CES application form and return it to school, including references.

Alston Lane Catholic Primary School is committed to safeguarding and safer working practices in school. The position will be subject to a successful DBS check, online checks and an occupational health check.

The successful candidates will receive first aid training as part of their induction to the school.

Many thanks and I look forward to receiving your application.

Yours sincerely

Mark FitzGibbon

