

JOB DESCRIPTION	
JOB TITLE:	Welfare Assistant
GRADE:	Grade 1 / Foundation Living wage
LOCATION:	Morecambe Road School
TERMS AND CONDITIONS	<p>Full time hours for post = 37</p> <p><b>Part time hours applicable to vacancy = 10 hours per week</b></p> <p>Working weeks per year = 38 term time only</p>
RESPONSIBLE TO:	Welfare Assistants will be responsible through senior mid day supervisor, to the School Business Manager/Headteacher
STAFF RESPONSIBLE FOR:	None
<b>JOB PURPOSE:</b> <b>The main objectives to be achieved by the Postholder</b>	
<p>Securing the safety, welfare and good conduct of pupils during the mid day break period.</p>	

<b>MAIN ACTIVITIES</b> <b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>
<ul style="list-style-type: none"> <li>• Set up and store away tables and chairs for dining hall</li> <li>• Keep the dining hall area clean and tidy and to be aware of health and safety issues</li> <li>• Control the dinner queue;</li> <li>• Supervise pupils eating their dinners;</li> <li>• Prevent them from taking food outside the dining area;</li> <li>• Control the behaviour of pupils while they eat their meals;</li> <li>• Keep pupils out of classrooms when they should be outside;</li> <li>• Check that groups of pupils do not hang around places that they should not (such as toilets);</li> <li>• Control the behaviour of pupils in the playground;</li> <li>• Discipline pupils who break the rules;</li> <li>• Deal with accidents in the playground or dining area;</li> <li>• Keep young pupils occupied when they have to stay indoors.</li> </ul>
<p><b>Note:</b> In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>
<p><b>Agreed by:</b></p>

### **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, volunteers and partners to share this commitment.