



Coupe Green
Primary School

H O G H T O N

1st July 2025

Dear Colleague,

Thank you for your interest in the Welfare Assistant post at Coupe Green Primary School. Our school is a friendly, welcoming school with a committed hard-working team. We are very proud of our school and its achievements. Our school was judged to be 'GOOD' in all areas by Ofsted in March 2024. We are looking for an enthusiastic caring person to supervise our children at lunchtimes.

The ideal candidate will be able to:

- Engage with children in their play
- Supervise children in the playground and dinner hall
- Help make lunchtimes safe and happy
- Help children to organise playground games
- Communicate effectively with pupils and adults
- Follow the school behaviour policy by using positive behaviour management strategies
- Take initiative to support the smooth running of lunchtime activities

The role is to cover the lunchtime period, five days a week, totalling 5 hours. If you consider yourself to be a good team member and would like to ensure our children have an exciting, safe and enjoyable lunchtime please complete the application form.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2024, an online search will also be carried out as part of our due diligence on shortlisted candidates.

This position is temporary, part-time, term time only, Please note the salary quoted is full-time equivalent. If successful the salary received will be paid on a pro-rata basis.

Yours sincerely,

Mrs J Littlewood

Headteacher

Learning together, Supporting each other

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Coupe Green, Hoghton,
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