**Lancashire County Council**

**Role Profile – Operational Context Form**

|  |
| --- |
| **Post title:** Welfare Assistant (Grade 1) |
| **Grade:**  | Grade 1 | **Staff** **responsibility:** | No | **Essential Car user:** | No |
| **Scope of role:**To secure the safety, welfare and good conduct of pupils during the midday break period.  |
| **Accountabilities/Responsibilities – appropriate for this post:**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. Be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play;
5. Keep pupils out of classrooms, toilets etc when they should be outside;
6. Supervise children at lunchtime play;
7. Deal with accidents in the playground or dining area and report in line with school procedures;
8. Keep young pupils occupied when they have to stay indoors;
9. Work co-operatively as part of the school team;
10. Ensure children's safety is maintained at all times;
11. Walk pupils to/from the playground to the dinner hall in an orderly manner
12. To work within school policies and procedures
13. To take care of their own and other people's health and safety
 |
| **Note:**  | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**  |

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| --- | --- | --- | --- |
| **Prepared by:** | Schools HR Team | **Date:** | 01/02/2023 |

# 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 and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Lancashire County Council**

**Person specification form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post title:** Welfare Assistant | **Grade:** FLW |  |  |
|  |  |  |  |  |  |
| **Directorate:** Children and Young People | **Post number:** |  |  |
|  |  |  |  |  |  |
| **Establishment or team:** Whittlefield Primary School |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **To be identified** |  |
|  |  |  |  |  | **by: application** |  |
|  |  |  | **Essential (E)** |  | **form (AF),** |  |
|  | **Requirements** |  |  | **interview (I),** |  |
|  |  | **or** |  |  |
|  | **(based on the job description)** |  |  | **test (T),** |  |
|  |  | **desirable (D)** |  |  |
|  |  |  |  | **reference (R) or** |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **other (give** |  |
|  |  |  |  |  | **details)** |  |
| **Qualifications** |  |  |  |  |  |
| It is desirable but not essential that the candidate holds a |  | D |  | AF |  |
| relevant First Aid Certificate |  |  |  |  |  |
|  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |
| Ability to communicate with adults and children |  | E |  | AF, I |  |
| Candidate should have experience of working with children |  |  |  | AF, I |  |
| A warm and welcoming manner |  | E |  | AF, I |  |
| Have a knowledge of first aid record keeping |  | D |  | AF, I |  |
|  |  |  |  |  |  |
| **Knowledge, skills and abilities** |  |  |  |  |  |
| Have a willingness to undergo training |  | E |  | AF, I |  |
| Ability to work independently or as part of a team |  | E |  | AF, I |  |
| Ability to relate positively to children and adults |  | E |  | AF, I |  |
| To always maintain confidentiality |  | E |  | AF, I |  |
| The ability to give advice/instruction in a helpful, professional |  | E |  | AF, I |  |
| manner |  |  |  |  |  |
| To show care and compassion for those that are hurt |  | E |  | AF, I |  |
| A desire to be helpful, caring and positive |  | E |  | AF, I |  |
| To be flexible, adaptable and to have enthusiasm and |  | E |  | AF, I |  |
| patience |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other** (including special requirements) |  | E |  | I |  |
| 1. | Commitment to safeguarding and protecting the welfare of |  |  |  |
|  | children and young people |  | E |  | I |  |
| 2. | Commitment to equality and diversity |  |  |  |
| 3. | Commitment to health and safety |  | E |  | I |  |
| 4. | Satisfactory attendance record/commitment to regular |  | E |  | R |  |
|  | attendance at work |  |  |  |  |  |
| **Prepared by:** Jane Thistlethwaite | **Date:** | 03/03/2025 |  |

**Note: We will always consider your references before confirming a job offer in writing**