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

**Purpose of Job:** To ensure the safety, welfare and good conduct of the pupils during the lunch break

**Job Duties**:

* Term time only
* 11:50 – 1:05 (total 6.25 hrs/week)
* All lunchtime staff must undertake first aid training.
* Friendly, approachable manner
* To encourage play between pupils
* Liaising with classroom staff to support the pupils

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

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

**Key Stage 1/2**

KS1/2 children have a staggered lunch – with some classes on the yard and some in the dining hall at any one time.

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.

Within the dining hall, pupils are served with their meal and they walk to their places to eat with their friends. At the end of the meal, either Welfare Staff clear the tables, or older pupils take their trays, placing waste and cutlery in the designated places and walk sensibly to the playground.

All pupils should be encouraged to dine in a sociable manner and to use cutlery appropriately.

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

**General supervision**

It is the duty of welfare staff to 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.

Welfare Staff blow the whistle at 1:00pm when class teachers are outside, and ask children to WALK to line up, where their teacher will be ready for them.

During wet weather, children will be supervised in their classroom. At 12:55pm children will be asked to tidy away their things and be ready for the teacher at 1:00pm.

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

For an informal discussion please contact the school office 01772 742351

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

Closing date: 30th September 2025 (12pm midday)

Proposed interview date: 6th October 2025