**Lancashire County Council**

**Role Profile – Operational Context Form**

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| **Post title:** Welfare Assistant (Grade 1) | | | | | | |
| **Grade:** | Grade 1 | | **Staff**  **responsibility:** | No | **Essential Car user:** | Yes |
| **Scope of role:**  To play a central role in the service of lunches (including set up and clearing away) and to secure the safety, welfare and good conduct of pupils during the midday break period. Hours 11.40am to 1.10pm, Monday to Friday, term time only. | | | | | | |
| **Accountabilities/Responsibilities – appropriate for this post:**   1. To follow the school's Behaviour Policy; 2. To establish positive relationships with pupils; 3. To prepare the hall for lunchtime service, and return it to normal afterwards; 4. To assist with service of lunches to pupils; 5. To supervise pupils eating their meal and prevent them from taking food outside the dining area; 6. To supervise children at lunchtime play; 7. To be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play; 8. To keep pupils out of classrooms, toilets etc when they should be outside; 9. To deal with accidents in the playground or dining area and report in line with school procedures; 10. To keep young pupils occupied when they have to stay indoors; 11. To work co-operatively as part of the school team; 12. To ensure children's safety is maintained at all times; 13. To walk pupils to/from the playground to the dinner hall in an orderly manner; 14. To work within school policies and procedures; 15. 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:** | 07/10/2025 |

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

# 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.