**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:** | No |
| **Scope of role:**To secure the safety, welfare and good conduct of children during the midday break period.  |
| **Accountabilities/Responsibilities – appropriate for this post:**1. To follow the School's Positive Behaviour Policy;
2. To establish positive relationships with children;
3. Supervise children eating their meal and ensure health and safety is adhered to at all times
4. Be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play;
5. Support children’s’ understanding of healthy eating and promote health messages regarding food and exercise.
6. Supervise children at outdoors engaging in play
7. Interacting with children and supporting staff
8. Deal with accidents in the playground or dining area and report in line with school procedures;
9. Keep young pupils occupied when they have to stay indoors;
10. Work co-operatively as part of the school team;
11. Ensure children's safety is maintained at all times;
12. Change any children whose clothes may be wet or still in nappies
13. To work within school policies and procedures
14. To take care of their own and other people's health and safety
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| **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:** | Natalie Sinclair | **Date:** | 29/04/25 |

# 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

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| **Person specification**  |
| **Post title:** **School Welfare Assistant**  | **Grade:** Grade 1 |
| **Requirements**  | **Essential (E) or** **Desirable (D)** | **To be identified by: application form (AF),** **interview (I), reference (R)** |
| **Qualifications** Food Hygiene Certificate First Aid certificate Level 2 or above in childcare or education studies or equivalent  | DDD | AAA |
| **Experience**  |  |  |
| Customer Care  | D  | A, I |
| Experience of working volunteering with children  | D  | A, I |
| Experience of caring for vulnerable adults or children  | D  | A, I |
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| **Knowledge and skills**  |  |  |
| Good standard of personal hygiene  | E  | I |
| Able to work under pressure and use own initiative  | E  | A, I |
| Excellence communication skills with both adults and children | E  | A, I |
| Able to work as part of a team  | E  | A, I |
| Knowledge of the concept of confidentiality  | E | A |
| Ability to organise classroom resources | E  | A, I |
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| **Other (including special requirements)** |  |  |
| Commitment to equality and diversity | E | A |
| Commitment to health and safety | E | A |
| Satisfactory Attendance Record/commitment to regular attendance at work | E | R |
| Display the School values and behaviours at all times and actively promote them in others | E | A, I |
| Commitment to safeguarding and protecting the welfare of children and young people | E | A, I |
| Commitment to undertaking in-service development | E | A |
| Flexible attitude to work | E | A |
| **Note: We will always consider your references before confirming a job offer in writing**.  |
| **Date created:** 17/07/25 |