

St Joseph's RC Primary School
Huttock End Lane
Stacksteads
Bacup
Lancashire
OL13 8LD
Tel: 01706 873177
Email: head@st-josephs-bacup.lancs.sch.uk
Website: www.stjosephsbacup.co.uk
Headteacher: Mrs M Scott



Welfare Assistant – Required ASAP

Fixed Term Contract to July 2025

Hours – 11.45am-1.00pm Monday-Friday term time only

Salary – Foundation Living Wage

Thank you for your interest in St Joseph's RC Primary School. We currently have a vacancy for a lunchtime Welfare Assistant; this is a fixed term contract to July 2025. The Governing Board is looking to appoint a reliable, friendly and hardworking person to join our school family.

Working under the direction of the Headteacher, you will contribute to the smooth running of the school by carrying out a range of duties; establishing positive relationships with pupils and staff, overseeing pupils during lunchtime, engaging pupils in play and working co-operatively as part of a team. Training and support will be given to the successful candidate.

We wish to appoint someone who can demonstrate:

- Commitment to our school and to making lunchtimes safe and happy
- Good communication skills with both children and staff
- A calm and caring nature, firm but fair when required.

This post is term time only. The post will require the flexibility to supervise children during the midday break, both inside and outside.

Visits to school are warmly welcomed by arrangement. Please contact the school office to make an appointment (01706 873177). Application packs are available on our website or from the school office.

Please note CVs are not accepted, to apply for this post you must complete the CES application form. Please note all completed application forms must be returned directly to the school.

- Closing date: 12 noon on Friday 10th January 2025
- Shortlisting: Friday 10th January 2025
- Interviews: wc Monday 13th January 2025
- Start date: as soon as possible, subject to satisfactory references and checks.



St Joseph's RC Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to an enhanced disclosure application to the Disclosure and Barring Service (DBS). All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

The post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a disclosure. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling DBS Certificate Information Policy and a Policy Statement on the Recruitment of Ex-offenders; this is available from the recruiting manager to applicants who are asked to complete a DBS application.

Please note we have a smoke free policy in operation. No smoking or vaping is permitted anywhere on the school site.

We are an Equal Opportunities Employer and welcome applications from all sections of the community.

