

NICOL MERE PRIMARY SCHOOL

JOB DESCRIPTION : WELFARE ASSISTANT LEVEL 1 (G2)

- 1.1 Name of Postholder
- 1.2 Job Title: Welfare Assistant
- 1.3 Job Purpose: To care for the children at lunchtime, keeping them safe and promoting their self-esteem and well-being.
- 1.4 Line Management: Headteacher, Deputy Headteachers, Assistant Headteacher
- 1.5 Liaising with: Senior Leadership Team, Middle Leadership Team, Teachers, Support Staff
- 1.6 Salary Scale: Scale 1
- 1.7 Working Time: Term Time Only
- 1.8 DBS Disclosure Level: Enhanced

2. GENERAL DUTIES

- 2.1 Responsibility to the Headteacher or his representative for the control and care of the children during the lunch break period.
- 2.2 The general supervision of children with regard to behaviour and good table manners.
- 2.3 Encouraging the children to eat their dinners.
- 2.4 The supervision of children at all times during the lunch break period, including washing hands, lining up, collecting trays, moving around the building and playground areas.
- 2.5 Responsibility for cleaning up dining hall spillages, packed lunch areas, etc. which need urgent attention (within a shared approach with the school kitchen staff).
- 2.6 Supervision of the toilet areas and for children who are unable to play outside.
- 2.7 Applying simple first aid and referring accidents to a First Aider.
- 2.8 Developing play and social activities.

GENERAL INFORMATION

- 1. Children who deliberately disobey instructions or behave in an unacceptable manner must be reported to their class teacher or Key Stage Manager.
- 2. All accidents must be reported to the Key Stage Manager and the necessary paperwork completed at the time or as soon as possible thereafter. This is particularly important when concerned with bumps on the head.

3. Children must not be allowed to treat other children's injuries or use the first aid materials. Plastic gloves must be worn at all times when dealing with body fluids, e.g. blood, saliva, urine etc. Clinical waste bags must always be used to dispose of used items e.g. gloves, plasters etc. No personal children's medicines should be administered without the prior approval of the Headteacher.
4. Uniform is provided and should be worn when appropriate. Suitable footwear and clothing should be worn, particularly in the playground areas.
5. During indoor lunchtimes, classroom materials and equipment must only be used with prior permission of the class teacher.
6. Particular attention should be paid to any visitors or strangers who approach the children in any way. Any worries or suspicions should be brought to the attention of the Headteacher or representative immediately.
7. Any matters of concern, e.g. suspected bullying, suspected child abuse, health concerns etc. should be brought to the attention of the class teacher, Headteacher or Child Protection Co-ordinator immediately.

NOTES

1. If for any reason you are unable to attend school on any given day, it is essential that the school be notified as soon as possible as per reporting procedures.
2. The conditions of employment are subject to the conditions laid down by Wigan MBC.
3. The hours of duty are as follows: 6.25 hours weekly.
4. The welfare team will meet with the Headteacher or SLT usually on a half term basis.
5. Any queries, suggestions or concerns should be brought to the attention of the Key Stage Manager
6. The job description will be subject to a review at the start of each academic year or at any other time following discussion.

SIGNED.....
(WELFARE ASSISTANT)

SIGNED.....
(HEADTEACHER)

DATE.....

DATE.....