



Clitheroe Royal Grammar School

Founded in 1554

Welfare Assistant

**6.25 hours weekly – 12:25pm to 1:40pm
Monday to Friday - Term Time Only**

Grade 6 (Point 19) - £15.43 per hour

A Welfare Assistant is required to ensure the supervision, safety and welfare of students during the mid-day break in the dining areas, classrooms, outside grounds and circulation areas. This is a permanent role and we are looking to fill the position as soon as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. 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.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/>
with completed application forms should be returned by email to: hr@crgs.org.uk



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November 2023

Dear Applicant,

Thank you for your interest in the post of Welfare Assistant at this school, the job description and person specification for the post is enclosed. Both the application form for support staff and recruitment and monitoring form can be found on our website www.crgs.org.uk/about-us/vacancies/

Your Application: If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit a focused application including the following:

Letter of Application: This should be no more than 2 sides of A4 and should cover your experience, knowledge, skills and abilities applicable to the role.

Application Form: This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application).

Applications should be marked for the attention of the Bursar and returned by post or email to hr@crgs.org.uk.

If you have any queries or would like to discuss this opportunity then do not hesitate to contact me. I would like to thank you for your interest and application and look forward to hearing from you.

Yours sincerely

Lynne Higginbottom
Bursar



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Job Description

Job Title	Welfare Assistant
Grade	Grade 6 (Point 19) £15.43 per hour
Location	Chatburn Road
Responsible to	Bursar/Assistant Headteacher
Staff responsible for	None
Job purpose	To ensure the supervision, safety and welfare of students during the mid-day break; in the dining areas, classrooms, outside grounds and circulation areas

Principal Responsibilities:

- To be on duty in the area allocated and the time allocated
- To supervise students to ensure good behaviour in and around school
- To report to the Lead Welfare Assistant or Assistant Headteacher any health or safety hazards
- To adhere to all school policies and procedures that affect you and your duties (eg fire; accident reporting; no smoking etc)
- To report any accidents and request assistance from the school's first aider as required
- To refer any queries by parents about students to the Deputy Headteacher or Assistant Headteacher
- To report to the Lead Welfare Assistant, Deputy Headteacher or teacher on duty any incidents where students have acted in a manner deemed to be a danger to:
 - themselves and others
 - where students have acted in an inconsiderate or discourteous manner
 - where students have disobeyed the rules
- To supervise students in the dinner queue and ensure students line up in an orderly fashion
- To supervise students in the dining hall
- Attend to any spillages on floors and table tops utilising equipment provided by the caterers
- Supervise the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates
- Supervise and assist students with packed lunches and ensure clearance of waste
- Ensure the removal of food and litter in the dining hall by students to maintain satisfactory standards
- To supervise students in classrooms, corridors and outside grounds as appropriate
- To clean down the allocated area within the schools dining facility at the end of the lunch break
- To keep students out of restricted areas
- To supervise students in allocated areas during inclement weather
- To be first aid trained or be willing to undertake the appropriate training
- Undertake any other duties as assigned by the Bursar/Assistant Headteacher within the capacity of the role
- To support welfare duties at the Sixth Form site, if required

Support for the School:

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS
- To attend skill training and participate in personal/performance development as required
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school
- To take care of one's own and other people's health and safety
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is for 6.25 hours per week, term time only
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site
- Hours for the post will be 12.25pm to 1.40pm Monday to Friday

AGREED BY: Lynne Higginbottom

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. 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. We welcome applications regardless of age, gender, ethnicity or religion.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out. This is for guidance only as post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Deputy Headteacher, Assistant Headteacher or Bursar.

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 co-operate with us to apply our general statement of health and safety policy.



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Person Specification Form: Welfare Assistant

Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), References (R)
Qualifications		
First Aid qualified	D	AF / I
Experience		
Experience of working within a school	D	AF / I
Experience of working with children and/or young people	D	AF / I
Knowledge/skills/abilities		
Ability to build and maintain effective working relationships and relate well to children and/or young people	E	AF / I / R
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection.	E	AF / I
Excellent interpersonal skills	E	AF / I
Ability to maintain strict confidentiality of information received and processed with discretion	E	AF / I
Other		
A commitment to sustain regular attendance at work with a flexible approach to working hours	E	I / R
A commitment to safeguarding and protecting the welfare of children and young people	E	AF / I
Full driving licence	D	AF / I