



# Clitheroe Royal Grammar School

Founded in 1554

## LEAD WELFARE ASSISTANT

**7.75 hours weekly – 12:20pm to 1:50pm  
Monday to Friday - Term Time Only**

**Grade 6 (Point 20) - £16.37 per hour**

An exciting opportunity has arisen for a Lead Welfare Assistant to join our well-established lunchtime supervision team. The successful candidate will organise a rota to lead the Main School welfare team, ensuring supervision, safety and welfare of students during the mid-day break in the dining areas, classrooms, outside grounds and circulation areas. As a valued member of our lunchtime supervision team you will receive training, on-going support, a competitive salary and membership to the Local Government Pension Scheme.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

**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: [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk)**

**The closing date for applications is 12 noon on Friday 7<sup>th</sup> February 2025 and interviews are expected to take place week commencing 10<sup>th</sup> February 2025.**

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 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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January 2025

Dear Applicant,

Thank you for your interest in the post of Lead 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/](http://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).

Please return your application form, letter of application and recruitment monitoring form addressed to the Bursar, Clitheroe Royal Grammar School, York Street, Clitheroe BB7 2DJ by **12 noon on Friday 7<sup>th</sup> February 2025**. Completed applications may also be emailed to [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk)

If you have any queries or would like to discuss this opportunity, then do not hesitate to contact me. If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom  
**Bursar**



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## Job Description – Lead Welfare Assistant

<b>Salary</b>	Grade 6 (Point 20) £16.37 per hour
<b>Responsible to</b>	Business Manager / Assistant Headteacher
<b>Location</b>	Chatburn Road
<b>Hours of work</b>	7.75 hours per week, term time only

### Core Purpose of the role:

- Lead the Main School welfare supervision team, ensuring the supervision, safety and welfare of students during the mid-day break, in the dining areas, classrooms, outside grounds and circulation areas.
- To organise a rota for the lunchtime supervision team to ensure effective supervision in the relevant areas during the mid-day break.

### Principal Responsibilities:

- To meet with the Main School welfare supervisory team each day in the staffroom.
- Update the team with messages from the Deputy Headteacher/Assistant Headteacher about whole-school arrangements/changes to procedures.
- Record issues raised by the welfare supervisory team and pass on in a written/verbal form to the Deputy Headteacher/Assistant Headteacher.
- Re-arrange daily staffing to manage absences you have been informed of by the school.
- Share any relevant/appropriate concerns from the team with the Deputy Headteacher/Assistant Headteacher at first opportunity.
- Inform Assistant Headteacher/Deputy Headteacher of amendments which could be made to duty areas/staffing to increase efficiency/safeguarding.
- 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 any health or safety hazards to the Assistant Headteacher
- 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 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 Business Manager/Assistant Headteacher within the capacity of the role.
- To support welfare duties at the Sixth Form site, if required.

**Contribution to Whole School:**

- To work within and promote all school policies and procedures.
- To be aware of the responsibilities relating to the safeguarding and promoting the welfare of children and young people.
- To contribute to the provision of an effective environment for learning.
- 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 7.75 hours per week, term time only. Hours for the post will be 12.20pm to 1.50pm Monday to Friday.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site.

**AGREED BY:** Lynne Higginbottom

January 2025

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 2024, 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 above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**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 – Lead Welfare Assistant

	Essential	Desirable	Method of Measuring
<b>Qualifications</b>			
First Aid Qualified		X	A, I
<b>Experience</b>			
Experience of supervising staff		X	A, I
Experience of working within a school		X	A, I
Experience of working with children and/or young people		X	A, I
<b>Knowledge/skills/abilities</b>			
Ability to build and maintain effective working relationships and relate well to children and/or young people	X		A, I, R
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Excellent interpersonal skills	X		A, I
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
<b>Other</b>			
A commitment to safeguarding and protecting the welfare of children and young people	X		A, I
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R
Commitment to undertake relevant training	X		A, I
Full driving licence		X	A, I

### Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.