

## Welfare Assistant

Job Description		
POST TITLE:	Welfare Assistant	
GRADE:	Grade 2, Step 2	
CAR USER:	No	
LOCATION:	St Anne’s and St Joseph’s RC Primary School	
RESPONSIBLE TO:	Headteacher & Midday Supervisor	
STAFF RESPONSIBLE FOR:	None	
JOB PURPOSE: The main objectives to be achieved by the Postholder		
To secure the safety, welfare and good conduct of pupils during the midday break period.		
MAIN ACTIVITIES: What prescribed duties the postholder will have		
<ul style="list-style-type: none"><li>- Control the dinner queue;</li><li>- Supervise pupils eating their dinners;</li><li>- Prevent them from taking food outside the dining area;</li><li>- Control the behaviour of pupils while they eat their meals;</li><li>- Keep pupils out of classrooms when they should be outside;</li><li>- Check that groups of pupils do not hang around places that they should not (such as toilets);</li><li>- Control the behaviour of pupils in the playground;</li><li>- Discipline pupils who break the rules;</li><li>- Deal with accidents in the playground or dining area;</li><li>- Keep young pupils occupied when they have to stay indoors.</li><li>- Set up/put away tables/chairs following dinner service;</li></ul>		
Additional:		
To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.		
Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.	
Prepared by:	RCAT HR Department	Date: Sept 2025

**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.