

Broadoak Primary School – Job Description

Job details

Job title:	Welfare Assistant
Grade:	Grade 1A SCP 3
Location of work:	Broadoak Primary School
Directly responsible to:	The Headteacher / Deputy Headteacher
Directly responsible for:	
Hours of duty:	6.25 hours per week, term time only
Primary purpose of the job:	To supervise pupils during the midday break either in the school grounds or in the school premises i.e., during the time when pupils are taking their meal or if the pupils are unable to use the school grounds because of inclement weather. To assist with cleaning in relevant areas.
Post ref no:	

Main Duties and Responsibilities/Accountabilities:

1. To ensure that pupils wash and dry their hands before taking a meal
2. To ensure the orderly conduct, queuing and controlled dispersal of pupils in the dining room
3. To provide social training for pupils, for example, table manners and the correct use of cutlery
4. To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal
5. To assist in taking food to the tables if so required by the Headteacher
6. To assist younger pupils in cutting up food
7. To ensure that crockery, beakers, cutlery and trays are taken to the returns area
8. To assist in the scraping of plates
9. To provide additional cleaning in classroom and washroom areas at lunchtime as part of school Covid-19 response.

Break Supervision

10. To ensure that pupils do not misbehave
11. To prevent pupils from taking any action that might result in injury to themselves or other pupils
12. To ensure that pupils make proper use of toilets and cloakrooms

13. To ensure that pupils do not leave the school grounds without the permission of the Headteacher and/or the approval or knowledge of their parents

14. To inform the Headteacher immediately if a pupil leaves or is withdrawn from the school premises without approval

15. To undertake such additional duties as are reasonably commensurate with the level of this post.

The postholder must carry out their duties with full regard to the Broadoak Primary School's Equal Opportunities, Health and Safety and Community Strategy policies.

To undertake any other such duties that are reasonably commensurate with the level of this post.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

Prepared/revised by:

Agreed job description signed by holder:
