

Duke Street Primary School

Welfare Assistant Post

The Governors wish to appoint a welfare assistant to join our lunchtime support team. The successful candidate will support pupils while they eat their lunch or play outside, as well as help to set up, serve and clear away the dining area. The welfare working hours are one hour per day, 11.55am - 12.55pm (TBC) Monday to Friday, term time only. We would then like the appointed person to do some 1:1 sessions, listening to children read from 12.55pm to 1.25pm.

The successful applicant will become part of the professional team of staff at the school. We all work extremely hard in trying to provide the children with a safe, purposeful and positive environment for their education. Therefore, we are looking for people who are willing to work conscientiously each day to help the school achieve these aims. We believe that, although this is a small number of hours, the contribution made by our welfare staff each day is vitally important. Our ideal candidate will be able to:

- Supervise children during mealtimes or in the playground
- Develop positive relationships with both adults and children
- Encourage and engage children in suitable play activities
- Help make our lunchtimes a safe and happy place for our children
- Adopt a nurturing approach to listening to children read
- Work as part of a team under the direction of school staff

Duke Street Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will have responsibility for ensuring they uphold their safeguarding duties in line with the job description and person specification.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached. **The closing date is 9.00am on 26/11/2025.** This position is a permanent, part time, term time only, please note the flexible living wage salary quoted is full time equivalent. If successful, the salary received will be paid on a pro-rata basis.

Interviews will take place on Thursday 4th December