

HAWES SIDE ACADEMY



Welfare Assistant

Temporary Position

About the Job

Person Specification



About the Job

Job Outline

Location	Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN
Title of Post	Welfare Assistant
Grade	Grade A/B 3 (£22,737 or £5716 pro-rata)
Hours	10 hours per week, Term Time Only
Required from	Asap until August 2024

Purpose of the Job

To contribute to the continuing development of an academy where everyone matters and everyone succeeds through promotion of community, learning and creativity in harmony.

Under the general direction of the Welfare Manager, to assist in the general care and welfare of pupils over the lunchtime period.

Key Tasks

Main /Core Duties	<ul style="list-style-type: none">To work individually, and as a member of a team, to secure the welfare, safety and good conduct of pupils during the lunchtime period.
Operational/Strategic Planning	<ul style="list-style-type: none">To assist in the setting out and putting away the tables and chairs in the main and small hall
Service Provision	<ul style="list-style-type: none">To supervise pupils in the specified lunchtime areas e.g. main and small hall, activity rooms and playground areasTo carry out associated ancillary duties (for example cleaning up spillages, ensuring tables are clear etc.)To assist the maintenance of good order and discipline, in line with academy policyTo arrive promptly and be on duty in the designated area on time
Service Development	N/A
Staffing Development	<ul style="list-style-type: none">Participate in training, other learning activities and performance management as may be reasonably directed.
Recruitment/Deployment of Staff	N/A
Quality Assurance	<ul style="list-style-type: none">Be part of a review cycle to ensure that standards are maintained.
Management Information and Administration	N/A
Communications	<ul style="list-style-type: none">Maintain positive communications within the school environment
Marketing and Liaison	<ul style="list-style-type: none">Promote actively the Academy corporate policies.
Management of Resources other than people	<ul style="list-style-type: none">To support management of the welfare equipment and resources for academy use using principles of best value
Corporate Responsibility	<ul style="list-style-type: none">Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety and general data protection regulations, reporting all concerns to an appropriate person.Contribute to the overall vision, mission and values of the academy.Appreciate and support the role of other professionals.

	<ul style="list-style-type: none"> Attend and participate in relevant meetings as may be reasonably required.
Other Specific Responsibilities	<ul style="list-style-type: none"> Carry out duties in the most effective, efficient and economic manner. To participate in the performance management process To participate in relevant safeguarding and safety training to ensure current knowledge and practice relevant to the area is maintained.
Safeguarding	The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
General Statement	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person Specification

Experience and knowledge	Essential (E) or desirable (D)	To be identified by: application form (A) interview (I), references (R)
Qualifications		
Basic Literacy and Numeracy	E	A
Appropriate relevant qualifications	D	A
Knowledge, Skills, Abilities		
The ability to work on own initiative with minimum supervision	E	A I
Awareness of Health and Safety	D	A I
Ability to relate well to children	E	I R
Ability to work as part of a team	E	I R
Good communication skills	E	A
Knowledge of the concept of confidentiality	E	I
Flexible attitude to work	D	I R
Organised and meticulous	E	I R
Other		
Commitment to undertake in-service development	D	I A

Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and medical clearance procedures
- The successful candidate will be eligible to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- The Academy operates a no-smoking on site policy
- New entrants to the academy are subject to a six-month probationary period
- It is a condition of employment that any 'leave' required must be taken during a school holiday

Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.

The academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.

The Academy is committed to safeguarding and promoting the welfare of children and young people. For further information, please see our child protection and safeguarding policy <https://www.hawes-side.co.uk/our-school/policies>

How to Apply

Application forms are available on our academy website www.hawes-side.co.uk/our-school/Work-With-Us

Please return your letter of interest together with your completed application form by email to recruitment@hawes-side.co.uk or by post to:

Mrs C. Boothroyd (Principal)

Hawes Side Academy

Johnsville Avenue

Blackpool

FY4 3LN

Closing date: 13/12/23 (12 noon)

Shortlisting: 13/12/23

Interviews: 14/12/23 and 15/12/23

We will not acknowledge receipt of your application. If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown in this vacancy.

Hawes Side Academy

Job Applicant Privacy Notice

(How we use job applicant information)

As part of any recruitment process, the academy collects and processes personal data relating to job applicants. The academy is committed to being transparent about how it collects and uses data to meet its data protection obligations.

What information does the academy collect?

The academy collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- If you have a disability the academy needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

The academy will undertake a social media check, which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR).

The academy will collect this information in a variety of ways, e.g., possible data in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The academy will collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The academy will inform you that it is doing so.

Data will be stored for the duration of the recruitment process in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the academy process personal data?

The academy needs to process your data before entering into a contract with you. We will inform you of our actions prior to this process beginning.

In some cases, the academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The academy may also need to process data from job applicants to respond to and defend against legal claims.

The academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children, the academy is obliged to seek information about criminal convictions and offences. Where the academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

The academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The academy will then share your data obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. The academy will not transfer your data outside the European Economic Area.

How does the academy protect data?

The academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the academy keep data?

If your application for employment is unsuccessful, the academy will hold your data on file for one month after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment in accordance with the academy record management policy. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights.

You can:

- Access and obtain a copy of your data on request
- Require the academy to change incorrect or incomplete data
- Require the academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the academy is relying on its legitimate interests as the legal ground for processing

The academy will also undertake a social media check, processing of which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR).

If you would like to exercise any of these rights, please contact the academy.

If you believe that the academy has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the academy during the recruitment process. However, if you do not provide the information, the academy may not be able to process your application properly or at all.