



WELFARE ASSISTANT

PART TIME/TERM TIME

CONTRACT TYPE: PERMANENT

SCALE: MEETS NATIONAL LIVING WAGE

BACKGROUND

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 850 pupils on roll. The Senior School has 605 pupils in an age range of 11 - 18 years, including 73 Boarders. The Headmaster is responsible for running the school, assisted by his Senior Management Team, including the Finance Controller who has responsibility for the financial matters pertaining to the Foundation. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 203 pupils on role. The Governing Body and Bursarial Department are common to both schools.

THE POST

Assist in the provision of physical, emotional, social and educational needs of the children over the lunch time period.

RESPONSIBILITIES

- a) To help supervise the children over the lunchtime period and help with outside and indoor play;
- b) Maintaining a high standard of neatness, order and cleanliness with a high regard to hygiene at all times;
- c) To work as a supportive team member;
- d) To provide the highest level of care for the children;
- e) To respect confidentialities;
- f) To meet the needs of individual children from different cultures, religious backgrounds and stages of development;
- g) Supervision of children in the toilets when necessary;
- h) Assist staff in any tasks when required;
- i) To provide a safe and secure environment at all times and to uphold the reputation of Kirkham Grammar by ensuring continued high standards.

FURTHER INFORMATION:

Salary:

Meets National Living Wage

Hours of Work:

Term time, Monday to Friday, 11.50am to 1.20pm

Holidays:

4 weeks holiday plus Public Holidays per annum, paid pro-rata. Holiday leave to be taken during school holidays

Pension:

Voluntary Contributory Pension Scheme

Start Date:

1 September 2021.

Application:

By application form and supporting letter to:

Miss S L Felton
HR Administrator
Kirkham Grammar School
Ribby Road
Kirkham
Preston
PR4 2BD

Closing Date: 12 noon on Friday 23 July 2021

Interview Date: week commencing Monday 26 July 2021

All applicants must be aware that the appointed person will be subject to an enhanced DBS clearance