



St Nicholas Church of England Primary School

Recruitment Information and Applicant Pack



Lunchtime Welfare Assistant - Permanent
From ASAP.

Date of advertisement:
September 2025

Dear Potential Applicant,

Thank you for showing an interest in our current vacancy. St Nicholas is a strong two-form entry primary school in the South Shore area of Blackpool.

Our school is a large primary School with 418 pupils on roll, which draws primarily from the southern wards of Blackpool as well as Lytham and St. Annes. We have 12 classes and a Foundation Stage setting of 60 pupils.

Do you want to be part of a team that provides outstanding teaching, strategic direction and support to the children and community at St. Nicholas? Are you adaptable, self-motivated and do you want to make a difference to the lives of young people and their families? If so, this could be the job for you and being part of the St Nicholas team might just be the best career move you ever make.

St Nicholas Church of England Primary School are looking to appoint a Lunchtime Welfare Assistant to complement our team in making a difference to children's lives and help ensure that all children have the opportunity to thrive. We are looking for a compassionate and caring person who will immerse themselves in our school and local community. As Welfare Assistant you will work directly alongside the children, supporting them in the hall whilst they eat their lunch.

Please state your strengths and experience on the application.

We are looking to appoint someone who has the following skills and attributes:

- Excellent relationship building and communication skills
- A proven ability to communicate effectively
- Fully supportive of and committed to our strong Christian ethos and Christian faith
- Fully committed to inclusion
- A team player with high levels of emotional intelligence, resilience and a good sense of humour
- A reflective practitioner who accepts and relishes a challenge, and is willing to engage in all aspects of school life.

If appointed, we can offer you:

- enthusiastic, motivated and friendly children
- strong, supportive leadership and a dedicated staff team
- exceptional levels of teamwork and a focus on staff wellbeing
- excellent professional development opportunities
- a Church School with strong Christian Values.

The key responsibilities of the role are:

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.
3. Communicate with pupils and encourage them to select and eat healthy balanced meals.
4. Clean up spillages of food or liquid during meal service.
5. Wipe down tables and clean dining areas between meals.
6. Carries out routine tasks.
7. Follows procedures and instructions.
8. Maintain confidentiality and adhere to safeguarding procedures.

What the school offers its staff:

St Nicholas C of E Primary School is a popular school with a strong team ethos. We are committed to providing a safe and inclusive environment for our children to learn in and our staff to work in.

As an employer, we have a focus on staff wellbeing and have a range of services available that our employees can access free of charge, including flu jabs, counselling and menopause support.

We welcome applications from colleagues of all faiths and none, who are supportive of and committed to the Christian ethos of our school.

Grade:	Grade: A (points 1-2)
Hours:	7.5 hours per week (1.5 hours per day – 11.50am – 1.20pm)
Contract:	Permanent
Required from:	ASAP
Closing date:	Wednesday 7th October 2026 at 12 noon
Shortlisting:	Wednesday 7th October 2026
Interviews:	Date to be confirmed

The Governing Body takes safeguarding the pupils of our school very seriously, and to this end, the successful candidate will be required to obtain an enhanced clearance from the Disclosure and Barring Service. The information you provide will be dealt with in a confidential manner in accordance with the DBS Code of Practice.

The successful candidate will also be required to provide documentary proof of identity and qualifications.

Please provide a supporting letter / statement - this should be no longer than two pages of A4 paper and must be clear, concise and relate to the person specification provided.

Please send completed application letters to:

Miss C Taylor - Headteacher

head@st-nicholas.blackpool.sch.uk

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



St Nicholas Church of England Primary School
Role Specification – Welfare Assistant
Grade: A (points 1-2)

JOB PURPOSE

To work as part of a team monitoring pupils' behaviour during the midday break.

KEY DUTIES

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.
3. Communicate with pupils and encourage them to select and eat healthy balanced meals.
4. Clean up spillages of food or liquid during meal service.
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Individuals in this role may also:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
2. Serve food as and when required.
3. Undertake similar work at other times, such as before and after school.
4. Demonstrate own duties to new or less experienced staff.

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General

1. Maintain confidentiality at all times unless the safety and well-being of service users are a cause for concern.
2. It is the responsibility of the postholder to comply with Health and Safety and Equal Opportunities requirements at all times.

KNOWLEDGE, SKILLS AND EXPERIENCE *Note: E denotes essential / D denotes desirable*

Experience of working with children. E

Ability to relate well to and establish good relationships with children. E

Ability to work on own initiative, with minimum supervision. E

Ability to work flexibly and responsively to the demands of the school. E

Ability to work as part of a team. E

Ability to deal with confidential issues. E

Experience of working within a school setting. D

Other E/D

Commitment to the vision and values of St Nicholas C of E Primary School. E

Commitment to the safeguarding of children and young people. E

Commitment to equality and diversity in the workplace. E

Be aware of responsibilities for Health and Safety of self and others. E

Commitment to participate in relevant training programmes. E

Signed: Welfare Assistant Date:

Signed: Headteacher Date: