



MEREFIELD SCHOOL

RECRUITMENT PACK

Welfare Assistant



ABOUT MEREFIELD SCHOOL

At Merefield School, we believe that it is every child's entitlement to achieve all that they are capable of achieving. We will strive to create opportunities for all our pupils to shine, to show us what they can do and hopefully to surprise themselves by discovering new talents and abilities. Merefield School is built on shared values of respect, growth and inspiration.

We have the highest possible expectations for all our children and young people and through providing the appropriate care, support and challenge, seek to help every child to meet them.

We want all our pupils to aspire to be the best that they can be and to discover more in themselves than they thought possible. We offer a rich and varied curriculum to cater for the wide variety of interests and needs within the school, which promotes independence, self esteem and achievement for all.

You would be joining the Southport Learning Trust, a family of nine schools which includes six secondary schools and two primary schools in the locality. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Merefield School, Meols Cop High School, Range High School and Stanley High School.

Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

We are seeking 4 lunchtime welfare assistants with a keen interest in supporting pupils with complex needs.

Key responsibilities include:

- Preparing the dining hall ready for lunch
- Assisting with supervision of pupils during lunch time.
- Encouraging appropriate behaviour from the pupils following Individual Behaviour Plan (I.B.P.) as appropriate.
- Assisting pupils with their individual eating/feeding programmes and to be aware of pupils' special dietary requirements, encouraging as much independence as possible.
- Transitioning pupils around school.
- Support pupils with personal care routines as required.
- Support with playground duty/or 'wet play' activities following pupil's Individual Education Plan (I.E.P.) as appropriate.
- Ancillary associated duties, e.g. cleaning up spillages, ensuring tables are clean also individual specialist chairs are clean
- Following the school's policies including Health & Safety and Child Protection / Safeguarding.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. Pre planned tours are available, to organise a tour ahead of application, please contact **Gemma Parker, 01704 5771663 or email: recruitment@merefieldschool.co.uk**

Joanne Sharpe
Headteacher



OUR VISION FOR MEREFIELD SCHOOL

Together, we are building a progressive, beacon learning community. We provide an outstanding holistic curriculum centred on the individual needs of every pupil, ensuring they are challenged, encouraged, and safe. At Merefield, every voice is valued, every difference is celebrated, and every child is empowered to reach their full potential.

Our Motto

"Working together to provide an exciting place where every child can achieve success."



Our Core Values

1. Respect

- **For the Individual:** We treat every child and young adult with dignity, ensuring equality of opportunity for all.
- **For the Voice:** We listen to our pupils, whether their communication is subtle or loud.
- **For the Community:** We value, consult, and support our parents, carers, and staff as equal partners.

2. Grow

- **Holistic Development:** We nurture the "whole child," focusing on their well-being and life skills as much as their academic journey.
- **Independence:** We encourage pupils to exercise control over their lives and make meaningful choices.
- **Through Partnership:** We grow stronger by working closely with families, offering home visits, workshops, and open communication.

3. Inspire

- **High Expectations:** We are passionate about progress and maintain an unwaveringly positive ethos.
- **Innovation:** We embrace new ideas and creative thinking to meet the complex needs of our learners.
- **Success for All:** We celebrate every contribution, ensuring our school is an exciting place where achievements are recognized and shared.

Family Involvement: A Positive Choice

We invite parents, carers, and family members to be active participants in the Merefield journey. Our school is a community built on open, honest, and transparent communication.

- **Connect with Us:** Join us for Coffee Mornings, Family Forums, and Annual Reviews.
- **Open Lines:** You are welcome to phone class teachers to discuss your child's education (preferably after 3:45 PM).
- **Community Events:** From Summer Fairs and drama productions to workshops and Carol Services, we provide frequent opportunities to celebrate together.



EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD



APPLICATIONS

POSITION: LUNCHTIME WELFARE ASSISTANT, 4 POSITIONS

CONTRACT:

- 10 HOURS PER WEEK, 11.40AM - 1.40PM MONDAY TO FRIDAY, TERM TIME ONLY

CLOSING DATE: 16th June 2026, 9am

INTERVIEW DATE: 26th June 2026

SALARY: BAND C SCP £13.20 - £13.41 PER HOUR

START DATE: 1st September 2026

Enclosed in this pack is:

The job description and person specification for the role.

Applications:

Prospective candidates are encouraged to submit their applications at the earliest opportunity. All applications must be completed online via the designated application portal. Please note that paper applications will not be accepted. Applicants should select the "Apply Now" option and ensure that the application form is completed in full. It is essential that all details are accurate and that all required declarations are appropriately signed.

Candidates are required to complete a supporting statement within the application form. This statement should clearly and concisely outline your relevant experience, the contributions you can make to the role, and any particular strengths or areas of expertise you wish to highlight. The supporting statement must be tailored to the specific post and should be a minimum of 1,000 words. Please ensure that your employment history is fully accounted for, with no unexplained gaps in your career timeline. You must provide the details of two professional referees. One referee must be your current or most recent employer, where applicable. If you are currently employed within a school setting, one of your referees must be your Headteacher.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying this post is except from the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. The Trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Merefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

PERSON SPECIFICATION

Lunchtime Welfare Assistant

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Maths and English at GCSE grade C level or equivalent • Minimum 1 years experience of working with and/or caring for children with SEN • Willingness to participate in relevant training and development opportunities • Displays commitment to the protection and safeguarding of children and young people. • Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. 	<ul style="list-style-type: none"> • First aid qualification • Play leader training
Skills	<ul style="list-style-type: none"> • Ability to work effectively within a team environment, • Ability to build effective and positive working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills • Ability to provide and facilitate safe and creative play 	<ul style="list-style-type: none"> • Good ICT skills
Knowledge and understanding	<ul style="list-style-type: none"> • Awareness of inclusion, especially within a school setting • Awareness of supporting pupils with dietary needs including adapted diets, allergies and intolerances • Knowledge of basic food hygiene principles • Knowledge of infection prevention and control measures 	<ul style="list-style-type: none"> • Food hygiene qualification
Professional values and practice	<ul style="list-style-type: none"> • Professional Values and Practice Must be able to demonstrate the following: • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to improve their own practice through observations, evaluation and discussion with colleagues 	
Behaviour management	<ul style="list-style-type: none"> • Understanding of how to manage pupil's behaviour effectively, 	

JOB DESCRIPTION

Lunchtime Welfare Assistant

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

Job Purpose	<p>We are looking for friendly, positive people to support our pupils during lunchtime. You will work under the direction of the Senior Leadership Team and teaching staff to ensure that children eat and play safely. You will support them with choosing their lunch or accessing their packed lunch and ensure all pupils have had an appropriate meal and drink.. You will follow hygiene, infection and allergy guidance. You will prepare the dining room and tidy up after lunch. You will then support and facilitate the children's play, whilst having a high expectation of behaviour. There may be times that you would be required to support in the kitchen area with washing lunch equipment.</p>
Safeguarding	<ul style="list-style-type: none">• To take responsibility for promoting and safeguarding the welfare of children and young people / vulnerable adults in your care and those with whom you may come into contact.• To undertake regular child protection training at a level commensurate with role.• Have a sound knowledge and understanding of and uphold safeguarding procedures and strategies ensuring that children are safeguarded appropriately at all times.• Act as a role model in developing and maintaining appropriate positive behaviour strategies with children and staff.
Lunch time supervision duties	<ul style="list-style-type: none">• To ensure the provision of age appropriate and creative play, considering the individual needs of children as well as the group as a whole.• To ensure that children are safe.• To prepare drinks and snacks as require with attention to allergy requirements• To instigate activities in a structured environment and calm atmosphere, maintaining the overall quality of care.• To be aware of the needs of all children, particularly those of minority ethnic groups and those with disabilities and Special Educational Needs.• To ensure all activities are conducted in a non-sexist, non-racist manner.• To maintain appropriate record-keeping systems to ensure the smooth running of the provision, including the ordering and maintaining of stocks and supplies.• To undertake other administrative duties necessary to the day-to day running of the provision.• To liaise with the headteacher, as necessary, and to attend and report to regular meetings or training as appropriate.• To administer first aid as necessary, following training.• To keep accurate and up-to-date accident records.• To ensure that a clean, safe environment is maintained at all times.• To follow fire drill and evacuation/ lockdown procedures.• To supervise and ensure the safe and appropriate use of equipment and to notify the headteacher of any repairs required. <p>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</p>



WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary, Bedford Primary School and Merefield School*

WATCH VIDEO



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.

Southport
Learning
Trust



Academic Excellence

Professional Development

Inclusive Education

Realising Aspirations

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

'Professional Improvement is school improvement'. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



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EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.

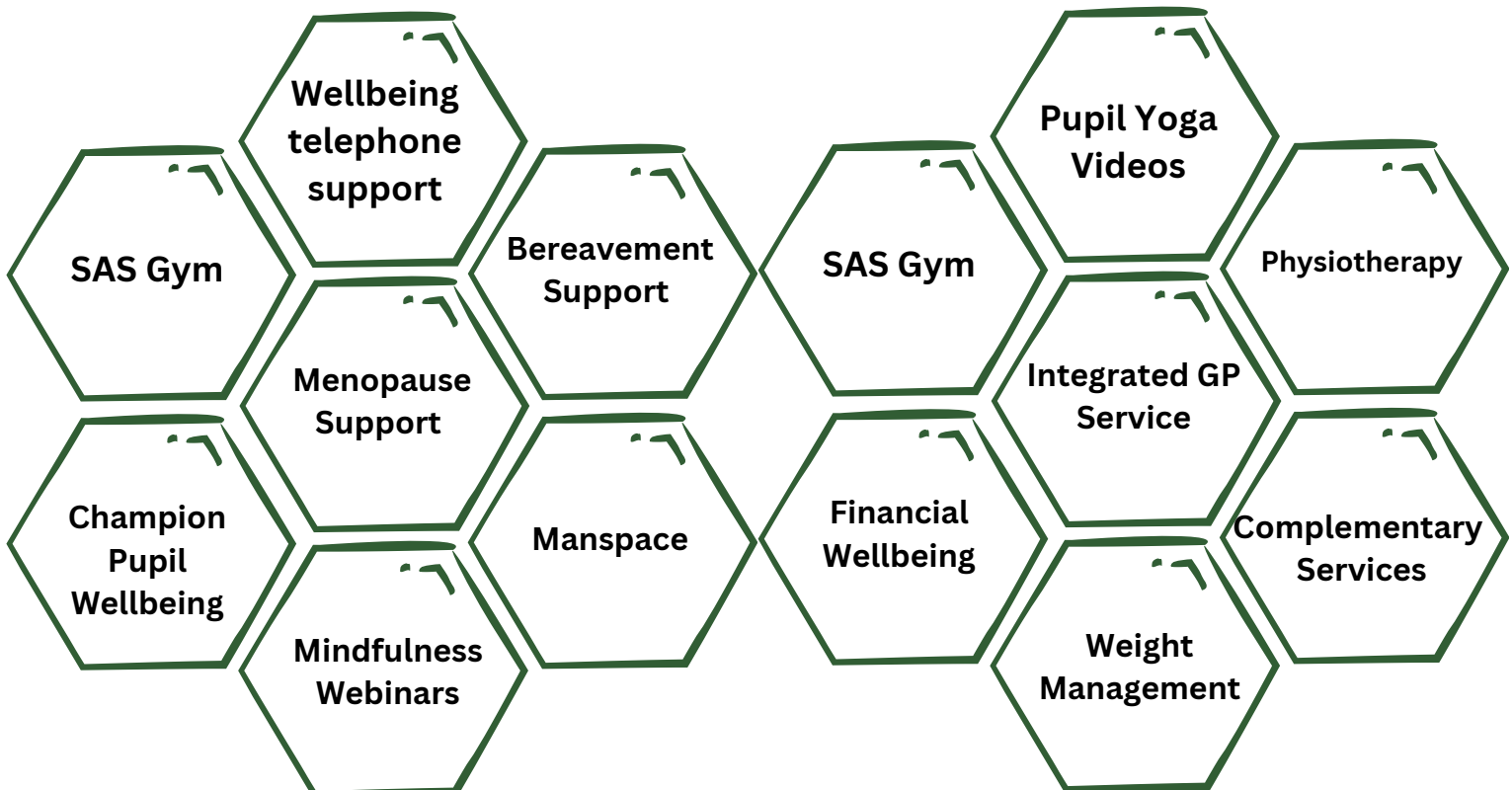


School Wellbeing

LEARN MORE



As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



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WHY SOUTHPORT?

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.



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