

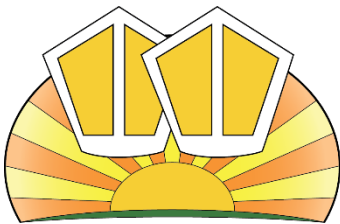


**Pope Francis**  
Catholic Multi Academy Trust

Enabling schools, aspiration and faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**

# **Welfare Assistant**

## **RECRUITMENT PACK**



**St Edmunds and St Thomas'**  
**Catholic Primary School**



## Welcome from the CEO

Dear Candidate

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

### What we can offer:

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering: [www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

Thank you for your interest in this post.

A handwritten signature in black ink that reads 'Andrew Dawson'. The signature is written in a cursive style with a large, stylized 'A' and 'D'.

CEO

Pope Francis CMAT



**St Edmunds and St Thomas'  
Catholic Primary School**

## **Welcome from the Headteacher**

Dear Candidate

Thank you for expressing an interest in our vacancy for the fixed term position of Welfare Assistant, Grade B SCP 2.

The fixed-term part time vacancy is needed until the end of July 2027 and has been created to provide additional support during the lunchtime period to ensure the security, safety and wellbeing, and care of the pupils of the school, and to promote their social, emotional and physical development.

We are a happy school with a very strong sense of community and a parent body who are very committed to supporting us in all our activities.

Please feel free to contact the school if you would like further information about this post or to arrange a visit.

Yours sincerely

A handwritten signature in black ink that reads "Kieran Loftus". The signature is written in a cursive style.

Kieran Loftus  
Headteacher  
St Edmund's and St Thomas' Catholic Primary School



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Catholic Primary School**

## **Why choose our school?**

**At St Edmund's and St Thomas' Catholic Primary School, our Our School Mission is:**

**"I have come that they should have life and have it to the full..."**

**John 10:10**

Inspired by the teachings of Christ, St Edmund's and Saint Thomas' Catholic Primary School encourages and guides our pupils and all our school community to have a strong sense of **service, love** and **compassion**.

In this way, they are encouraged to develop a vision for what they want to achieve with a zest for living life to the full.

**Love Learn and Live Like Jesus**

**Our School Values:**

Love, Service and Compassion

The school is located near Crosby beach, near parkland and Crosby Marina. It enjoys significant success in a wide range of competitive sports and works collaboratively with the Pope Francis family of schools, including its Catholic feeder secondary school, Sacred Heart.



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## **Application Process**

### **How to apply:**

To apply for this post, please use our website [St Edmund's and St Thomas' - Vacancies](#), where you can find each of the additional documents to be completed and submitted alongside your cover letter.

Your completed application should be clearly marked with the post title and returned electronically for the attention of Mr Loftus at [admin@sest.pfcmat.org](mailto:admin@sest.pfcmat.org) ensuring that you enclose the following documents:

- **CES Application Form**
- **CES Consent to Obtain References**
- **CES Monitoring Form**
- **CES Rehabilitation of Offenders Act 1974 Disclosure Form**
- **Covering letter stating how your skills and experience meet the job description and person specification**

If you have any feedback on the application process and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org).

Pope Francis Catholic MAT and St Edmund's and St Thomas' Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please see link to our school's Child Protection Policy here: [St Edmund's and St Thomas' - Policies](#)



**Pope Francis**  
Catholic Multi Academy Trust



**St Edmunds and St Thomas'**  
**Catholic Primary School**

## **Job Advert**

**Post Title: Welfare Assistant**

**Pay Scale: NJC Grade B – SCP 2**

**Contract: 1.5 hours per day (4.5 hours per week), term time, fixed term until end of July 2026**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by **'Uplifting Hearts, Inspiring Minds'**

Our schools have the distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

### **Our values:**

**Unity** – working together for excellence

**Excellence** – to strive to be the best

**Love** – respect and care for others and treat them as you want to be treated

**Service** – following the teachings of Christ to become valued members of our communities

We are looking to appoint an ambitious and hardworking individual to provide lunchtime support for our pupils. The start date for this post is ASAP.

You will be a committed and conscientious professional who is able to motivate self and others and work effectively within a team environment. We are looking for someone who promotes a positive ethos and is able to supervise and organise pupils.

Please see the job description and person specification below for detail on required knowledge and experience.

Visits by prior appointment are warmly welcomed. Please contact the school on 0151 928 5586 or e mail [admin@sest.pfcmat.org](mailto:admin@sest.pfcmat.org).

**CLOSING DATE: 22/06/2026 at 12pm**

**INTERVIEWS WILL BE HELD: week commencing 29/06/2026**



## Job Description

<b>Job Title</b>	<b>Welfare Assistant (fixed term until end of July 2027)</b>
<b>Contract</b>	<b>NJC Grade B Spine point 2 (pro rata)</b> <b>Actual Salary £2,879 per annum</b> Hours of work 1.5 hours per day (4.5 hours per week) term time only. Part time – 3 days per week.
<b>Purpose</b>	To ensure the security, safety and wellbeing, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline</li> <li>To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour and reporting any incidents to the Headteacher as appropriate</li> <li>To ensure the safety and wellbeing of children, providing emotional support where necessary</li> <li>To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedure</li> </ul>
<b>Dining Hall</b>	<ul style="list-style-type: none"> <li>To organise the dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground: <ul style="list-style-type: none"> <li>Promoting and ensuring good behaviour and calm atmosphere</li> <li>Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy</li> <li>Addressing issues calmly and politely and in doing so being a role model to the children</li> <li>Report, as appropriate, incidents to the Headteacher</li> </ul> </li> <li>To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary</li> <li>To encourage social skills and good table manners, ensuring safety with knives and forks</li> <li>To clean up spillages of food and to organise clearing cutlery and crockery off tables</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.</li> <li>To check on any strangers who may enter the school grounds and report any concerns to the coordinator</li> </ul>

	<ul style="list-style-type: none"> <li>To ensure that pupils who leave the school site have permission to do so</li> </ul>
<b>School Premises</b>	<ul style="list-style-type: none"> <li>To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather</li> <li>To ensure that, when classrooms are used during the lunchtime period because of inclement weather, the children are quietly occupied and that the classroom is left tidy, ready for afternoon school</li> <li>To take part in training appropriate to the job of Welfare Assistant</li> <li>To take part in any appraisal arrangement made by the school</li> <li>To undertake any other duties consistent with the purpose of the job</li> </ul>
<b>Child Protection</b>	To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school's safeguarding and child protection policy.
<b>Accountability</b>	The Welfare Assistant is accountable to the Headteacher

Pope Francis Catholic Multi Academy Trust and St Edmund's and St Thomas' Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Pope Francis Catholic Multi Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school's Child Protection Policy here: [St Edmund's and St Thomas' - Policies](#)

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



## Person Specification

Applicants must meet all of the essential requirements for this post. These will be measured as shown:

Source: Application (A) Interview (I)

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

Qualifications and Professional Development	Essential	Desirable	Assessed by
Experience of working with children and young people (either paid or unpaid)	✓		A/I
Willingness to participate in training and development opportunities		✓	A/I
Willingness to undertake appointed person certificate in first aid administration		✓	A/I

Knowledge, Skills and Competencies	Essential	Desirable	Assessed by
Knowledge of basic Health and Safety and First Aid	✓		A/I
Knowledge and understanding of the welfare and social needs of pupils during the lunchtime period	✓		A/I
Ability to work effectively within a team environment	✓		A/I
Ability to promote a positive ethos and role model positive attributes	✓		A/I
Ability to supervise and organise pupils	✓		A/I
Ability to manage behaviour in a calm and positive way	✓		A/I
Ability to main written records	✓		A/I
Ability to work with children with special needs in line with school policies and ethos	✓		A/I
Knowledge of different techniques for supporting children with special needs		✓	A/I
Ability to form & monitor appropriate relationship & personal boundaries with children & young people	✓		A/I

Experience	Essential	Desirable	Assessed by
Effective communication and interaction skills	✓		A/I
Emotional resilience in working with challenging behaviours	✓		A/I
Appropriate attitudes to use of authority & maintaining discipline	✓		A/I