

# Midday Welfare Assistant

## Candidate Pack

**Salary:** NJC SCP 2-3 £24,413- £24,796 FTE

**Contract Type:** Permanent (term time only)

**Contract Term:** 7.5 hours per week

**Location:** Litherland Moss Primary School,  
Litherland Campus, Sterrix Ln,  
Litherland, Liverpool L21 0DB

# Midday Welfare Assistant

## Salary

NJC SCP 2-3 £24,413- £24,796 FTE (£4184.14—£4249.78 actual salary)

## Hours

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## Contract Type

Permanent—term time only

## Closing Date

5th September 2025

### About us

Litherland Moss is a small school in the heart of the community. We are driven by a strong set of values which are woven through all that we do. We are dedicated to inclusivity, ensuring every child feels valued and supported regardless of their background or starting point. Our staff team are passionate about building strong relationships with our children, their families and the wider community. We are tenacious about ensuring each child meets their full potential and leaves us prepared for the next stage in their education and beyond. Our school is located in Litherland Campus, alongside Litherland High School, which means we have access to modern facilities and specialist teaching spaces.

### What are we looking for?

We are seeking a dedicated and passionate Midday Assistant who will be part of a team that is responsible for supervising pupils and the school's premises during the midday break. They will ensure that the break runs effectively and the safety and welfare of pupils is maintained.

### About The Heath Family

Our school is a member of the Heath Family Trust alongside seven schools across Merseyside. We are highly collaborative and supportive of each other. Continuous professional development is driven by the Trust and we have a strong offer for teachers at all stages of their development. We want all our staff to flourish and grown in their classroom practice and leadership.

# Job Description

## Duties & Responsibilities

- Supervise pupils in the lunch area, playground, and classrooms (for wet play).
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers.

## Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

## Health & Safety

- Observe pupils and the environment and take action to minimize any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

## Behavior

- Report any incidents of serious misbehavior to the relevant staff member, in line with the school's behavior policy.
- Take necessary action to minimize disruption and harm to pupils, in line with the school's behavior policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
- Follow any directions from class teachers on supporting specific pupils with challenging behavior.

## Play

- Organise play activities to encourage pupils to play and make use of play equipment.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities.

## Safeguarding:

- Make sure pupils remain on the school premises during the midday break.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.

## Supplementary Support

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.



# Person Specification

## PERSON SPECIFICATION – Midday Assistant

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b>		
First aid training (or willingness to complete it).		X
Working with children or young people.		X
Working and collaborating with a team.	X	
<b>Skills, Abilities and Personal Qualities</b>		
Ability to respond quickly and effectively to issues that arise.	X	
Ability to use own initiative and act accordingly.	X	
Effective communication with adults and children.	X	
Ability to follow instructions from senior team members.	X	
Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies.	X	
Ability to build effective working relationships with colleagues.	X	
Commitment to supporting and understanding pupil needs.		X
Uphold and promote the ethos and values of the school.	X	
Always maintain confidentiality.	X	
Commitment to safeguarding, equality, diversity, and inclusion.	X	
<b>Suitability to work with children</b>		
Enhanced DBS clearance is required for this position.	X	

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

**Application closing date:** 5th September 2025

**Shortlisting date:** 5th September 2025

**Interview date:** 8th September 2025

# About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.



# We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

