

# Clitheroe Royal Grammar School

Founded in 1554



## Welfare Assistant



**CRGS**  
SIXTH FORM





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May 2026

Dear Applicant,

Thank you for your interest in the position of Welfare Assistant at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website. The successful candidate will take up the post from September 2026.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 664 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk). Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at [www.crgs.org.uk](http://www.crgs.org.uk).

Closing date: Monday 22<sup>nd</sup> June 2026 (12 noon), interviews are expected to take place week commencing 29<sup>th</sup> June 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you have any queries or wish to discuss the role further, please do not hesitate to contact [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk). We look forward to receiving your application.

Best wishes

James Keulemans  
Headteacher





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Thank you for your interest in the post of Welfare Assistant at our school.

A Welfare Assistant is required to ensure the supervision, safety and welfare of students during the mid-day break in the dining areas, classrooms, outside grounds and circulation areas. As a valued member of our lunchtime supervision team, you will receive training, on-going support, a competitive salary and membership to the Local Government Pension Scheme.

**Your Application:** If, after reading the accompanying background information, you feel that this is the post for you, we would ask you to submit a focused application including the following:

**Letter of Application:** This should be no more than 2 sides of A4 and should cover your experience and the skills and knowledge you have, to be considered for the position.

**Application Form:** This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application).

Clitheroe Royal Grammar School is a close-knit, friendly and supportive community, and a truly rewarding place to work. If you share our values and believe you have the skills and qualities we are looking for, we warmly encourage you to apply. Application packs can be downloaded from our website: <http://www.crqs.org.uk/about-us/vacancies/> Completed application forms can be submitted by email to: [bursar@crqs.org.uk](mailto:bursar@crqs.org.uk) accompanied by a supporting letter of no more than 2 sides of A4. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

If you have any queries or would like an informal, confidential discussion, please do not hesitate to contact [bursar@crqs.org.uk](mailto:bursar@crqs.org.uk). If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

**The closing date for applications is 12 noon on Monday 22<sup>nd</sup> June 2026, interviews are expected to take place week commencing 22<sup>nd</sup> June 2026.**

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.



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## Job Description – Welfare Assistant

<b>Salary</b>	Grade 6 (Point 19) £16.62 per hour (pay award pending)
<b>Responsible to</b>	Bursar / Assistant Headteacher
<b>Location</b>	Chatburn Road / York Street
<b>Hours of Work</b>	6.25 hours per week, term time only

### Core Purpose of the role:

- To ensure the supervision, safety and welfare of students during the mid-day break; in the dining areas, classrooms, outside grounds and circulation areas.

### Principal Responsibilities:

- To be on duty in the area allocated and the time allocated.
- To supervise students to ensure good behaviour in and around school.
- To report to the Main School Office or Assistant Headteacher any health or safety hazards.
- To adhere to all school policies and procedures that affect you and your duties (eg fire; accident reporting; no smoking etc).
- To report any accidents and request assistance from the school's first aider as required.
- To refer any queries by parents about students to the Deputy Headteacher or Assistant Headteacher.
- To report to the Main School Office, Deputy Headteacher or teacher on duty any incidents where students have acted in a manner deemed to be a danger to:
  - themselves and others
  - where students have acted in an inconsiderate or discourteous manner
  - where students have disobeyed the rules
- To supervise students in the dinner queue and ensure students line up in an orderly fashion.
- To supervise students in the dining hall.
- Attend to any spillages on floors and table tops utilising equipment provided by the caterers.
- Supervise the clearing of tables, return of trays and the orderly stacking and clearing of dirty plates.
- Supervise and assist students with packed lunches and ensure clearance of waste.
- Ensure the removal of food and litter in the dining hall by students to maintain satisfactory standards.
- To supervise students in classrooms, corridors and outside grounds as appropriate.
- To clean down the allocated area within the schools dining facility at the end of the lunch break.
- To keep students out of restricted areas.
- To supervise students in allocated areas during inclement weather.
- To be first aid trained or be willing to undertake the appropriate training.
- Undertake any other duties as assigned by the Assistant Business Manager/Assistant Headteacher within the capacity of the role.
- To support welfare duties at the Sixth Form site, if required.

**Contribution to Whole School:**

- To work within and promote all school policies and procedures.
- To be aware of the responsibilities relating to the safeguarding and promoting the welfare of children and young people.
- To contribute to the provision of an effective environment for learning.
- To attend skill training and participate in personal/performance development as required.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To uphold and promote the values and ethos of the school.
- To take care of one's own and other people's health and safety.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

**Conditions of Service:**

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff.
- The post is for 6.25 hours per week, term time only. Hours for the post will be 12.25pm to 1.40pm Monday to Friday.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site.

**Agreed By:** Lynne Higginbottom

May 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required, adapting to the changing needs of the school as necessary.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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## Person Specification – Welfare Assistant

	Essential	Desirable	Method of Measuring
<b>Qualifications</b>			
First Aid Qualified		X	A, I
<b>Experience</b>			
Experience of working within a school		X	A, I
Experience of working with children and/or young people		X	A, I
<b>Knowledge/skills/abilities</b>			
Ability to build and maintain effective working relationships and relate well to children and/or young people	X		A, I, R
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Excellent interpersonal skills	X		A, I
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
<b>Other</b>			
A commitment to safeguarding and protecting the welfare of children and young people	X		A, I
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R
Commitment to undertake relevant training	X		A, I
Full driving licence		X	A, I

### Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.